

Mendocino County

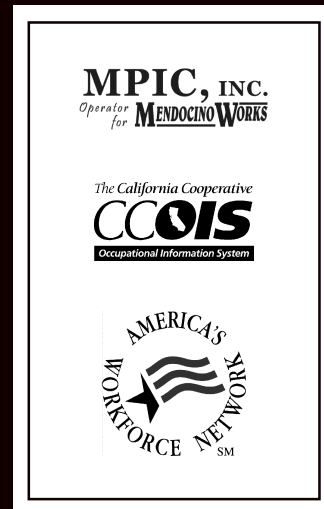


*Occupational Outlook Report
1999 - 2001*

Mendocino County

Occupational Outlook Report

1999 - 2001



*Mendocino County
Occupational Outlook Report
1999 - 2001*

OCCUPATIONAL OUTLOOK

MENDOCINO COUNTY

1999 - 2001

*A PRODUCT OF
THE CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM*

Sponsored by:

MPIC, INC.

*State of California Employment Development Department,
California Occupational Information Coordinating Committee*

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ACKNOWLEDGEMENTS

THE EMPLOYERS

We wish to express sincere appreciation to all employers who participated in this community project.

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COVER GRAPHIC

The cover art is a watercolor titled “Fern Canyon” by Dorothy A. Buck of Ukiah, California. Dorothy is a retired fifth grade school teacher who took up painting ten years ago.

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INTRODUCTION

The following Occupational Outlook Report presents the findings of the twelfth annual local Labor Market Information (LMI) study by the MPIC, Inc. Included in this report are the profiles for 1999-2001. In December 1989, MPIC, Inc. entered into a partnership with the California Employment Development Department, Labor Market Information Division (LMID), to study and present a current, short-term outlook of the labor market in Mendocino County. Questions regarding this report should be directed to the MPIC, Inc. at (707) 468-1196.

The California Cooperative Occupational Information System (CCOIS) began as a pilot program in 1987 and is now implemented throughout California. The Occupational Outlook Reports produced under CCOIS offer up-to-date information. In this report 20 occupations are profiled for this year (2001) and 39 occupations are included from 1999 and 2000. This year's information was collected from July 15, 2001, through November 15, 2001. Information in the Occupation Profiles portion of this report applies specifically to Mendocino County. The occupations presented were selected for study by local users of occupational information. Not all occupations included are suitable for training at this time. The Supply/Demand statements must be weighed before training decisions are made. Omission of an occupation from this report does not imply that training for that occupation is not appropriate at this time.

PROGRAM GOALS

The CCOIS partnership goal is to improve the match between local employers' labor market needs, and the skills and qualifications of job seekers. This is accomplished by providing a variety of current, local information on existing jobs, based on surveys of local employers. The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning.

POTENTIAL USES FOR THIS INFORMATION

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

- ◆ Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interest, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, and labor demand.
- ◆ Program Planning: This report provides local planners and administrators with employment and training data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.
- ◆ Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
- ◆ Economic: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.
- ◆ Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.
- ◆ Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

INTERPRETATION OF OCCUPATIONAL PROFILES

Each occupational profile follows a similar format, providing the information described below. The information for each category of the profiles is based on local employer surveys. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

TITLE AND JOB DESCRIPTION

The title and definition for each occupation is based on the Occupational Employment Statistics (OES) Dictionary, published by the Bureau of Labor Statistics in May, 1992.

KEY TERMS

- ◆ The terms “All, Almost all, Most, Many, Some and Few” are used in several categories . The following definitions will apply to these terms:

All employers	100% of the survey respondents;
Almost all employers	80% up to but not including 100% of the survey respondents;
Most employers	60% up to but not including 80% of the survey respondents;
Many employers	40% up to but not including 60% of the survey respondents;
Some employers	20% up to but not including 40% of the survey respondents;
Few employers	Less than 20% of the survey respondents

- ◆ The following terms are used to indicate the relative employment size of each occupation in Mendocino County.

Small	47 or less
Medium	Between 47 and 93
Large	Between 94 and 203
Very Large	Over 204

- ◆ Unless otherwise noted, the expected annual growth rate of each occupation is projected to five years into the future. However, it is important not to over emphasize this growth factor. The growth rates are based on data from the Mendocino County Projections of Employment 1995 - 2002 for the 2000 and 1999 profiles, and Mendocino County Projections of Employment 1997-2004 for the 2001 profiles, available from the Employment Development Department. The terms used

Much faster than average	1.50 time average or more
Faster than average	1.10 to but not including 1.50 times average
Average	0.90 to but not including 1.10 times average
Slower than average	0.10 to but not including 0.90 times average
No significant change or remain stable	-0.10 to but not including 0.10 times average
Decline	less than -0.10 times average

WAGES and BENEFITS

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. This information serves as a guide for comparing potential earnings from one occupation to another. This data is not intended to represent official prevailing wages. The minimum wage for 2001 was \$6.25.

Wage data was generally collected between May and November of each year, and reflects the following definitions:

New to firm with no experience	Wage paid to persons trained but with no paid experience in the occupation.
New to firm with experience	Wage paid to journey-level or experienced persons just starting at the firm.
Three years plus experience with the firm	Wage generally paid to persons with three years of journey-level experience at the firm

The benefits offered by local employers (in terms of percentage of frequency) to full and part-time workers is presented. It is important to keep in mind that some employers may require a waiting or probationary period before some or all benefits go into effect. Also, the cost share between employee and employer, as well as degree of insurance coverage, may vary by employer. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

EMPLOYMENT TRENDS and SIZE

The local size and estimated projected growth for each occupation surveyed is data obtained from the Employment Development Department publication "Projections and Planning Information for Mendocino County."

SUPPLY and DEMAND ASSESSMENT

The assessment by employers of rate of growth, stability or decline in employment over the last twelve months and projected into the next two years. Also included in this section is information on labor supply and demand for each occupation based on the degree of difficulty employers have in finding qualified applicants. The following terms are used to classify occupational supply and demand in Mendocino County:

Very difficult	Demand is considerably greater than supply of qualified applicants. Employers often can not find qualified applicants when an opening exists.
Moderately difficult	Demand is moderately greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
Not difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

VACANCIES

Vacancies that occurred in this occupation and were filled within the last 12 months.

EXPERIENCE , TRAINING and EDUCATION

The percentage of employers that require work experience, the percentage of employers that require training, and the education level of employees hired over the last twelve months. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

QUALIFICATIONS / SKILLS

Skills and qualifications identified as "very important" to most of the responding employers for job performance are listed in this section. Also listed are computer skills preferred and projected new skills.

RECRUITMENT

The most commonly used recruitment strategies used to recruit employees, as reported by employers.

EMPLOYMENT TIME BASE

The percentage of positions that are full-time, part-time, temporary/on call, and seasonal.

GENDER

Employee Profile

WHERE THE JOBS ARE

Major employing industries

RESEARCH METHODOLOGY

OCCUPATIONAL SELECTION

The following process was used to select the occupations to be included in this study. Initial criteria were identified by the MPIC, Inc. staff to narrow down the list of occupations to be studied. The criteria were:

- That the occupation must be defined by the OES classification system;
- That the occupation must require training for entry;
- That the occupation typically require two years or less of training;
- That the potential salary level was \$6.25 per hour or more;
- That there be a substantial number of projected job openings in the county, or a need has been established for information on a changing industry;
- That the occupation have a substantial employment base in the county .

For the last two criteria, occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present, and future employment by occupation and projected job growth rates for occupations in Mendocino County. Using these tables, occupations that showed a strong projected growth rate and/or large occupations that were expected to have a sizable number of replacement needs were selected. Some of the selected occupations did not meet all the criteria, but were selected based on community interest.

EDD/LMID reviewed and approved the final list of occupations for study, and verified the correct definition for each occupation.

DEFINITION OF OCCUPATION

The definition of each occupation is found in the Occupational Employment Statistics (OES) Dictionary published by the U.S. Department of Labor. The OES occupation definitions define the activities and functions of the worker and are sufficiently broad to capture a wide range of specialties within an occupation, but clear enough for use in research. The OES definitions are used by LMID to produce projections for employment (occupational estimates of size, growth, and separations.)

SURVEY SAMPLE DESIGN

After the survey occupations were selected, LMID then drew a sample of up to 40 local employers, comprised of a cross section of various sized firms, and representative of all major employing industries for each occupation. The MPIC, Inc. staff edited the employer sample, adding and deleting firms as needed, while maintaining representation. Prior to commencing the survey process the edited sample was approved by EDD/LMID. During the survey process, the MPIC, Inc. staff found that further edits were necessary since some employers did not use the occupation(s) being surveyed.

QUESTIONNAIRE DEVELOPMENT

A standard, two page, employer questionnaire was developed by EDD/LMID. A third skills page was developed by MPIC, Inc. to meet local needs. (See sample questionnaire page 127.)

SURVEY PROCEDURES

The survey process began in July and continued through November 2001. Over 600 employers were contacted for this effort. A survey was sent to the appropriate contact person within the firm. Follow-up telephone calls were made to employers who failed to respond to the mailed survey by the established deadline to encourage their participation in the study. In many cases, a second copy of the survey was faxed to the contact person.

All completed surveys were reviewed and checked for completeness and consistency. Follow-up calls were made to complete and/or clarify responses.

Completed surveys deemed useable for the study were then coded for data entry. MPIC, Inc.'s required response goal was 15 useable responses for each occupation. This goal was met or exceeded for all but a few occupations, where the pool of employers was small, or the needed responses were difficult to obtain. Required response goals also included a minimum of three useable surveys from the major industries employing the occupation (where appropriate) to ensure adequate representation.

TABULATIONS AND SUMMARY

The survey responses were entered into a data base and tabulations were generated on computer software provided by EDD/LMID, with the exception of skills data. From those tabulations the data were analyzed by MPIC, Inc. staff and draft occupational profiles were prepared. The draft profiles and other report materials were then reviewed by EDD/LMID analysts. Once the review and edit process was completed, the report was finalized and produced.

Accountants and Auditors

Job Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data. OES 211140

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.50	\$ 14.00	\$ 14.38
New Hires with Experience	8.00	15.00	23.01
3 Years + Experience with Firm	11.00	16.78	23.01

Union Wages

	Low	Median	High
New Hires with No Experience	\$ NA*	\$ NA*	\$ NA*
New Hires with Experience	13.01	20.87	21.78
3 Years + Experience with Firm	14.35	24.01	25.37

*Unions did not hire without Experience

Additional Compensation Many employers offered an annual bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	69%	6%	25%	
Dental Insurance	44%	6%	6%	
Vision Insurance	31%		6%	
Life Insurance	50%			
Paid Sick Leave	63%	6%	6%	
Paid Vacation	81%	6%		
Retirement	13%		56%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	0%
♦ Employees Leaving	100%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	69%
♦ In-House Promotion or Transfer	38%
♦ Employee Referrals	31%
♦ Internet	31%
♦ Private Employment Agencies	13%

Size of Occupation

♦ Size of Employment	Large
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Gender make up of reported positions

♦ Male	28%
♦ Female	72%

Where the Jobs Are

Accounting, Auditing, & Bookkeeping Firms
Local Government and Schools
Wineries and Breweries
A Wide Variety of Businesses

Accountants and Auditors

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower than Average

All employers reported stable employment in this occupation during the last year. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Reading and comprehension
Problem solving and analytical
Ability to communicate effectively, orally & in writing

Physical Abilities

Good vision
Able to sit continuously for 2 or more hours

Technical

Knowledge of generally accepted accounting principles
Financial report and statement preparation
Cost Accounting
Record keeping, filing methods and records management techniques
Ability to use appropriate computer software/hardware

Computer Skills

Word Processing/Spreadsheet required by almost all
Database required by many
QuickBooks, QuickBooks Pro or custom program required by some

Other Qualifications

Ability to work independently
Establish and maintain good working relationships
Ability to work effectively under periods of pressure
Willingness to work occasional periods of overtime

Projected New Skills

Taxes and Theory of Accounting
Learn required Software
Budgeting

Skills Needed for Advancement

Management Skills, Organizational Ability
Good Technical, People and Communication Skills
Knowledge of Company

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 13%
- ♦ High school or equivalent 19%
- ♦ Associate Degree 31%
- ♦ Bachelor Degree 38%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	75%	25%	0%
Training required	38%	13%	50%

Length of Experience

Firms requiring experience prefer an average of 30 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 24 months experience in a related field such as General Ledger/Accounting, Payroll, Accounts Payable/Receivable, and Bookkeeping.

Other Information

Time Base

Full Time	97%	Temp/On Call	0%
Part Time	3%	Seasonal	0%

Emerging Occupations

Web Based Accounting

Administrative Services Managers

Job Description

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department of businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Does not include Procurement Managers or Managers who spend less than 80% of their time in administrative services. OES 130140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$10.00	\$11.00	\$20.76
New Hires with Experience	\$7.50	\$15.86	\$26.00
3 Yrs + Experience with Firm	\$7.50	\$17.95	\$30.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	100%	8%		8%
Dental Insurance	58%	8%		
Vision Insurance	58%			8%
Life Insurance	75%	17%		
Paid Sick Leave	75%	8%		
Paid Vacation	100%	17%		
Retirement	8%		25%	

A few employers offered free counseling services and an Employment Assistance Program.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	20%
♦ Employees Leaving	40%
♦ Temporary Positions	40%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	100%
♦ In-House Promotion or Transfer	50%
♦ Employment Development Department	42%
♦ Walk-In Applicants	33%
♦ Internet	33%

Size of Occupation

♦ Size of Employment:	Large
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Gender make up of reported positions

♦ Male	34%
♦ Female	66%

Where the Jobs Are

Professional Organizations
Individual and Family Services
Social Services

Administrative Services Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower Than Average

Almost all employers reported stable employment in this occupation during the last year and a few reported growth. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively, orally and in writing

Technical Skills

Principles and practices relating to budget, contract, programs and systems management

Administrative principles & practices including goal-setting and implementation

Administration of staff and activities either directly or through subordinate supervision

Computer Skills

Work Processing, Spreadsheet required by most

Database required by many

Desktop Publishing required by a few

Other Qualifications

Using tact, discretion, initiative and independent judgment within established guidelines

Selecting and motivating staff and providing for their training and professional development

Willingness to work more than 40 hours/week

Projected New Skills

Public Relations

Communication Skills

Skills Needed for Advancement

Industry knowledge, Communication

Experience, Training, Management

Organize, direct, and motivate employees

Work with outside agencies

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 33%
- ♦ Associate Degree 33%
- ♦ Bachelor Degree 25%
- ♦ Graduate Study 8%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	67%	33%	0%
Training required	33%	17%	50%

Length of Experience

Firms requiring experience prefer an average of 28 months experience in this occupation.

Length of Training

Firms requiring training report that 28 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 36 months experience in a related field such as Business/Office Management, Contract Administration, Business Administration and Public Administration.

Other Information

Time Base

Full Time	94%	Temp/On Call	0%
Part Time	6%	Seasonal	0%

Animal Caretakers - Except Farm

Job Description

Animal Caretakers feed, water, groom, exercise, or otherwise care for small or large animals, fish, or birds in zoos, circuses, pounds, laboratories, animal hospitals, aquariums, kennels, or stables. They clean and repair cages, pens, or fish tanks. They administer tests to experimental animals or give treatments to sick or injured animals, and keep records of feedings, tests, and treatments and of animals received and discharged. OES 790170

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Small
- ◆ Projected Job Growth Rate: 33.3%
- ◆ Growth: Much faster than average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$5.75	\$5.75
New Hires with Experience	\$5.75	\$6.38	\$7.00
3 Years + Experience with Firm	\$6.00	\$10.00	\$13.00

Benefits

Who Pays	Employer Pays All		Share Cost		Employee Pays All	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	25%			8%		
Dental Ins	8%					
Vision Ins						
Life Ins						
Sick Leave	17%	25%				
Vacation	42%	33%				
Retirement	8%		8%	8%		
Child Care						8%
Other				8%		

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 0%
- ◆ Employees Leaving 78%
- ◆ New Positions 0%
- ◆ Temporary Positions 22%

Animal Caretakers - Except Farm

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	0%	67%	33%
Training as substitute for experience	88%	0%	12%

Firms requiring experience prefer an average of ten months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Able to lift at least 50 pounds

Able to perform strenuous, physically demanding work

Able to use abdominal/lower back muscles repeatedly

Able to stand continuously for 2 or more hours

Flexibility

Willingness to work weekends, part-time, and on-call

Other Skills & Qualifications

Good English grammar & spelling skills

Legible handwriting

Reading & comprehension skills, listening skills

Verbal communication & speaking skills

Basic math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Be able to learn continually

Work effectively under pressure

Perform routine, repetitive work

Work in continually changing environment

Have clean and neat appearance

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Animal Handling/Grooming

Customer Service

Management

Education

Education of recent hires.

- ♦ Less than high school 42%
- ♦ High school or equivalent 58%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ Word-of-Mouth

Other Information

Employment Type/Hours

Full Time	41%	Temp/On Call	0%
Part Time	59%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 15%
- ♦ Female 85%

Where The Jobs Are

Veterinary Services, Specialties

Animal Specialty Services

Membership Organizations

Local Government

Automotive Body and Related Repairers

Job Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.
OES 853050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$7.00	\$10.00
New Hires with Experience	\$6.44	\$10.00	\$25.00
3 Yrs + Experience with Firm	\$10.00	\$18.00	\$26.00

Additional Compensation: A few employers offered commissions.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%		31%	
Dental Insurance	8%		15%	
Vision Insurance			8%	
Life Insurance	15%		8%	
Paid Sick Leave	23%	8%		
Paid Vacation	77%	15%		
Retirement	15%		15%	8%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Small
- ♦ Projected Job Growth Rate: 23.5%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	23%	46%
Inexperienced	0%	8%	15%	8%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 8%
- ♦ Employees Leaving 62%
- ♦ New Positions 23%
- ♦ Temporary Positions 8%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 38%
- ♦ High school or equivalent 62%

Automotive Body and Related Repairers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Able to learn continually

Physical Abilities

Ability to lift 10-50 pounds
Possess excellent vision

Technical

Good at math and measuring

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Possess good DMV driving record

Projected New Skills

I-Car Certification
Computer skills
Attention to details

Recruitment

Surveyed employers report the following methods for recruiting employees

♦ Walk-In Applicants	54%
♦ Word of Mouth	54%
♦ Newspaper Ads	38%
♦ Employee Referrals	31%
♦ School, Program Referrals	15%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	69%	31%	0%
Training as substitute for experience	54%	0%	46%

Length of Experience

Firms requiring experience prefer an average of 25 months experience in this occupation.

Experience in other occupations

Most firms will accept 12 months experience in a related field such as Automotive occupation, Painters Helper.

Other Information

Where the Jobs Are

Automotive Repair Shops

Employment Type/Hours

Full Time	94%	Temp/On Call	2%
Part Time	4%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	96%
♦ Female	4%

Automotive Mechanics

Job Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists. OES 853020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.50	\$8.00
New Hires with Experience	\$8.00	\$12.00	\$17.26
3 Yrs + Experience with Firm	\$12.00	\$17.18	\$24.00

Additional Compensation Many employers gave some form of productivity-based bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		33%	
Dental Insurance	27%		20%	
Vision Insurance	13%		13%	
Life Insurance	20%		7%	
Paid Sick Leave	33%		7%	
Paid Vacation	60%		7%	
Retirement	13%		33%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	23%
♦ Employees Leaving	68%
♦ Temporary Positions	5%
♦ Promotions	5%

Recruitment Methods

♦ Newspaper Ads	53%
♦ Walk-In Applicants	47%
♦ Employee Referrals	40%
♦ Word of Mouth	20%
♦ In-House Promotion or Transfer	20%

Size of Occupation

♦ Size of Employment	Very Large
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Gender make up of reported positions

♦ Male	98%
♦ Female	2%

Where the Jobs Are

Automotive Repair Shops
New and Used Car Dealers
Auto and Home Supply Stores

Automotive Mechanics

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Faster Than Average

Many employers reported stable employment in this occupation during the last year, some reported growth and some reported a decline. Most employers expect employment to remain stable, some expect to grow and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively, orally and in writing
Give close attention to detail and accuracy
Understand & carry out oral & written instructions

Physical Abilities

Ability to lift at least 50 pounds
Able to perform strenuous, physically demanding work
Able to use abdominal/lower back muscles repeatedly
Able to sit or stand continuously for 2 or more hours

Technical

Ability to read and interpret documents such as safety rules, operation and maintenance manuals
Knowledge of hydraulics, electrical systems, gas, and diesel engines

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment
Willingness to work occasional periods of overtime
Possess good DMV driving record

Projected New Skills

Ongoing Education
Electrical Diagnosis
Multitasking

Skills Needed for Advancement

Mechanical Skills, Attitude, and Initiative
Ability to deal with people, Willingness to learn
Other Trade Skills

Education

Minimum education requirements reported by responding employers

- ♦ Less than high school 33%
- ♦ High school or equivalent 60%
- ♦ Associate Degree 7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	87%	13%	0%
Training required	57%	29%	14%

Length of Experience

Firms requiring experience prefer an average of 38 months experience in this occupation.

Length of Training

Firms requiring training report that 10 months of training are needed prior to employment.

Experience in other occupations

A few firms will accept experience in a related field such as Electronics, Mechanic, Motorcycle or Airplane Mechanic.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Emerging Occupations

Electronic Technician
Diagnostic Technician

Bakers - Bread and Pastry

Job Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods. OES 650210

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$7.00	\$8.00
New Hires with Experience	\$5.75	\$7.00	\$9.50
3 Yrs + Experience with Firm	\$8.00	\$10.00	\$12.00

Additional Compensation: A few employers offer a yearly bonus or incentive pay.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%	7%	13%	7%
Dental Insurance	20%	7%	13%	
Vision Insurance	13%	7%	7%	
Life Insurance	13%	7%		
Paid Sick Leave	27%	7%		
Paid Vacation	40%	13%		
Retirement	13%	7%	13%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 23.1%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	13%	7%	7%
Inexperienced	0%	20%	13%	40%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 11%
- ♦ Employees Leaving 78%
- ♦ New Positions 11%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 47%
- ♦ High school or equivalent 53%

Bakers - Bread and Pastry

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Basic math skills
Verbal communication and speaking skills
Reading and comprehension skills

Physical Abilities

Ability to lift 10-50 pounds
Able to perform strenuous, physically demanding work
Able to stand continuously for 2 or more hours

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Ability to perform routine, repetitive work
Willingness to work nights, weekends, and part time
Have a clean and neat appearance

Projected New Skills

Mathematical skills for measuring
Organization and Planning
Ordering supplies

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Walk-In Applicants	60%
♦ Newspaper Advertisement	40%
♦ Employee Referrals	40%
♦ In-House Promotion or Transfer	27%
♦ School, Program Referrals	20%
♦ Employment Development Department	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	27%	27%	47%
Training as substitute for experience	88%	0%	12%

Length of Experience

Firms requiring experience prefer an average of 25 months experience in this occupation.

Experience in other occupations

Some firms will accept 12 months experience in a related field such as Chef, Cook or training at a Culinary School.

Other Information

Where the Jobs Are

Grocery Stores
Retail Bakeries
Inns, hotels, motels, etc.
Restaurants

Employment Type/Hours

Full Time	58%	Temp/On Call	0%
Part Time	40%	Seasonal	2%

Gender make up of reported positions are as follows:

♦ Male	53%
♦ Female	47%

Bartenders

Job Description

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes. OES 650050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$7.00
New Hires with Experience	\$5.75	\$7.00	\$8.00
3 Yrs + Experience with Firm	\$7.00	\$7.50	\$11.00

Additional Compensation: Tips can be a significant part of earnings. Bartenders in busy, expensive establishments earn the most. Some areas are effected by seasonal tourism.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance			40%	7%
Dental Insurance			13%	
Vision Insurance				
Life Insurance			13%	
Paid Sick Leave	13%	13%		
Paid Vacation	60%	40%		
Retirement			13%	20%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: -0.7%
- ♦ Growth: Slow Decline

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	7%	27%	7%
Inexperienced	7%	20%	13%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ Promotions 4%
- ♦ Employees Leaving 91%
- ♦ New Positions 0%
- ♦ Temporary Positions 4%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 40%
- ♦ High school or equivalent 60%

Bartenders

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Verbal communication and speaking skills
Basic math skills
Dependable

Physical Abilities

Possess excellent hearing
Lift at least 10 lbs
Able to stand continuously for 2 or more hours
Good memory skills

Technical

Cash handling skills
Ability to operate a cash register

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Able to work under pressure
Ability to deal effectively with difficult individuals
Clean and neat appearance

Projected New Skills

Obtain beer/wine knowledge
Learn drink recipes
Knowledge of laws of alcohol service

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Employee Referrals	67%
♦ In-House Promotion or Transfer	60%
♦ Walk-In Applicants	47%
♦ Newspaper Ads	40%
♦ Employment Development Department	33%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	47%	13%
Training as substitute for experience	38%	0%	62%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations

Most firms will accept 12 months experience in a related field such as Restaurants, Hospitality.

Other Information

Where the Jobs Are

Eating and Drinking Places
Hotels, Motels, Inns

Employment Type/Hours

Full Time	45%	Temp/On Call	6%
Part Time	49%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	35%
♦ Female	65%

Billing, Cost, and Rate Clerks

Job Description

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing cost and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting and calculating machines. Also, does not include those who calculate charges for passenger transportation. OES 553440

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 12.5%
- ◆ Growth: Slower than average

Wages and Benefits

Non-Union	Low	Median	High
New Hires No Experience	\$7.50	\$8.50	\$10.55
New Hires w/ Experience	\$8.00	\$10.00	\$12.00
3Years+Experience w/ Firm	\$9.50	\$11.67	\$14.38
Union	Low	Median	High
New Hires No Experience	\$7.57	\$7.57	\$7.57
New Hires w/ Experience	\$7.57	\$8.00	\$10.23
3Years+Experience w/ Firm	\$9.20	\$11.02	\$12.00

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (20 Vacancies)

- ◆ Promotions 5%
- ◆ Employees Leaving 75%
- ◆ New Positions 5%
- ◆ Temporary Positions 15%

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	87%	13%	13%	7%		
Dental Ins	73%	7%	7%	7%		
Vision Ins	47%	7%			7%	
Life Ins	73%	7%		7%		
Sick Leave	80%	13%	7%	7%		
Vacation	93%	13%	7%	7%		
Retirement	60%	7%	27%	7%		
Child Care						
Profit Sharing	7%					

Billing, Cost, and Rate Clerks

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	33%	60%	7%
Training as substitute for experience	50%	0%	50%

Firms requiring experience prefer an average of fourteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to sit continuously for 2 or more hours
Pass drug screening exam
Pass pre-employment medical exam.

Flexibility

Willingness to participate in drug testing
Willingness to work occasional overtime.

Other Skills & Qualifications

Good English grammar & spelling skills
Legible handwriting, reading & comprehension skills
Listening skills
Verbal communication & speaking skills
Basic math skills
Ability to work effectively in teamwork environment
Ability to work well independently
Ability to learn continually
Ability to work effectively under pressure
Perform routine, repetitive work
Have clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Organization
People skills

Education

Education of recent hires

- ♦ High school or equivalent 100%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisements
- ♦ Employment Development Department

Other Information

Employment Type/Hours

Full Time	86%	Temp/On Call	0%
Part Time	14%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 11%
- ♦ Female 89%

Where the jobs are

Offices & Clinics of Medical Doctor
General Medical and Surgical Hospital
Offices & Clinics of Dentists

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Job Description

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines. OES 553380

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 7.00	\$8.00	\$11.00
New Hires with Experience:	8.00	10.00	12.00
3 Years + Experience with Firm:	11.00	12.00	14.00

Union

	Low	Median	High
New Hires with Experience:	\$ 9.90	\$11.39	\$12.62
3 Years + Experience with Firm:	11.84	13.19	15.37

*Unions did not hire without Experience

Other Compensation: A few Non-Union employers gave a yearly bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%		40%	27%
Dental Insurance	27%		20%	20%
Vision Insurance	27%		20%	20%
Life Insurance	27%		13%	7%
Paid Sick Leave	47%	27%		
Paid Vacation	73%	27%	7%	
Retirement	20%		33%	20%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 1.8%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. All expect employment to remain stable over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	13%	40%	33%	7%
Inexperienced	0%	0%	7%	7%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 25%
- ♦ Employees Leaving 63%
- ♦ New Positions 13%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires

- ♦ High school or equivalent 67%
- ♦ Associate Degree 27%
- ♦ Bachelor Degree 7%

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

English grammar and spelling skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills
Basic math skills

Physical Abilities

Ability to sit continuously for 2 or more hours

Technical

Accounting skills
Ability to use spreadsheet software
Ability to use word processing software

Other Qualifications

Dependable
Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Ability to pay attention to detail

Projected New Skills

10 Key by Touch
Problem Solving
Organizational skills

Recruitment

Surveyed employers report the following methods

♦ Newspaper Ads	73%
♦ Employee Referrals	40%
♦ Employment Development Department	27%
♦ Walk-In Applicants	20%
♦ In-House Promotion or Transfer	20%
♦ Friend Referrals	20%
♦ Internet	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	87%	13%	0%
Training as substitute for experience	53%	0%	47%

Length of Experience

Firms requiring experience prefer an average of 17 months experience in this occupation.

Experience in other occupations

Most firms will accept 11 months experience in a related field such as Clerical, Accounting, Computers.

Other Information

Where the Jobs Are

A wide variety of businesses, non profit organizations and government agencies.

Employment Type/Hours

Full Time	82%	Temp/On Call	0%
Part Time	18%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	5%
♦ Female	95%

Bus & Truck Mechanics, Diesel Engine Specialists

Job Description

Bus and Truck Mechanics, and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines. OES 853110

Wages and Benefits

Wages

Non-Union	Low	Median	High
New Hires No Experience	\$7.50	\$10.88	\$14.00
New Hires w/ Experience	\$8.50	\$12.50	\$25.00
3Years+Experience w/ Firm	\$12.00	\$15.00	\$25.00
Union	Low	Median	High
New Hires No Experience	\$10.31	\$10.75	\$12.34
New Hires w/ Experience	\$10.75	\$12.81	\$14.00
3Years+Experience w/ Firm	\$11.25	\$14.93	\$16.00

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	50%		31%	6%		
Dental Ins	50%		19%	6%	6%	
Vision Ins	50%		19%	6%	6%	
Life Ins	44%		13%		6%	
Sick Leave	63%		6%	6%		
Vacation	81%		6%	6%		
Retirement	25%		44%	6%	6%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 20.0%
- ♦ Growth: Average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (13 Vacancies)

- ♦ Promotions 0%
- ♦ Employees Leaving 62%
- ♦ New Positions 38%
- ♦ Temporary Positions 0%

Bus & Truck Mechanics, Diesel Engine Specialists

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	63%	38%	0%
Training as substitute for experience	50%	0%	50%

Firms requiring experience prefer an average of thirty one months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to lift at least 50 pounds

Ability to perform strenuous, physically demanding work

Ability to stand continuously for 2 or more hours

Possess excellent hearing and vision

Pass drug screening exam

Pass pre-employment medical exam.

Flexibility

Willingness to work occasional periods of overtime

Willingness to participate in drug testing

Other Skills & Qualifications

Verbal communication & speaking, basic math

Ability to work effectively in teamwork environment

Ability to work well independently

Ability work effectively under pressure

Ability to perform routine, repetitive work

Possess good DMV driving record

Good English grammar and spelling skills

Listening skills, ability to learn continually

Reading and comprehension skills

Ability to learn in continually changing environment.

Computer Skills

Word processing, Spreadsheet

Projected New Skills

People skills

Engine upgrading

Welding, electrical

Computer analysis, diagnosis

knowledge of CHP regulations

Education

Education of recent hires

- ♦ Less than high school 12%
- ♦ High school or equivalent 88%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ Employee Referrals

Other Information

Employment Type/Hours

Full Time	98%	Temp/On Call	0%
Part Time	2%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 100%
- ♦ Female 0%

Where the Jobs Are

Local Trucking, Without Storage

Logging

Elementary & Secondary Schools

Local Government

Butchers & Meat Cutters

Job Description

Butchers and Meat Cutters cut, trim, and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Does not include butchers working in slaughtering. OES 650230

Wages and Benefits

Wages

Non-Union	Low	Median	High
New Hires No Experience	\$5.75	\$6.50	\$9.00
New Hires w/ Experience	\$7.00	\$9.63	\$11.00
3Years+Experience w/ Firm	\$10.00	\$12.50	\$16.98
Union	Low	Median	High
New Hires No Experience	\$8.95	\$8.95	\$8.95
New Hires w/ Experience	\$8.95	\$17.00	\$17.32
3Years+Experience w/ Firm	\$17.00	\$17.32	\$17.32

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	64%		27%			9%
Dental Ins	64%					9%
Vision Ins	55%		9%			9%
Life Ins	55%		9%			9%
Sick Leave	55%	9%				
Vacation	91%	9%				
Retirement	64%					
401K					9%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 0.0%
- ♦ Growth: Remain Stable

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. All expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (4 Vacancies)

- ♦ Promotions 25%
- ♦ Employees Leaving 25%
- ♦ New Positions 50%
- ♦ Temporary Positions 0%

Butchers & Meat Cutters

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	36%	45%	18%
Training as substitute for experience	67%	0%	33%

Firms requiring experience prefer an average of twelve months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to lift at least 50 pounds

Ability to perform strenuous, physically demanding work,

Ability to stand continuously for 2 or more hours

Pass drug screening exam.

Flexibility

Willingness to participate in drug testing

Willingness to work occasional overtime

Willingness to work nights, weekends, and part-time.

Other Skills & Qualifications

Reading & comprehension skills

Listening skills

Verbal communication & speaking skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Have clean and neat appearance.

Computer Skills

None Reported

Projected New Skills

Customer Service

Sales

Hot Wrap

Education

Education of recent hires

- ♦ Less than high school 45%
- ♦ High school or equivalent 55%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Employee Referrals
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours

Full Time	80%	Temp/On Call	3%
Part Time	17%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 76%
- ♦ Female 24%

Where the Jobs Are

Grocery Stores

Carpenters

Job Description

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include Cabinet-makers and Bench Carpenters. OES 871020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.50	\$8.00	\$10.00
New Hires with Experience	\$9.00	\$12.50	\$16.00
3 Yrs + Experience with Firm	\$15.00	\$19.18	\$25.00

Additional Compensation: A few employers offered an annual bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%			
Dental Insurance	7%			
Vision Insurance	7%			
Life Insurance	13%			
Paid Sick Leave				
Paid Vacation	33%			
Retirement	13%		27%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 9.5%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Most employers reported growth in employment in this occupation during the last year. Many expect employment to remain stable or grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	0%	7%	40%
Inexperienced	7%	0%	20%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ Promotions 4%
- ♦ Employees Leaving 29%
- ♦ New Positions 67%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 33%
- ♦ High school or equivalent 67%

Carpenters

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Able to learn continually
Listening skills
Verbal communication and speaking skills

Physical Abilities

Ability to lift 10-50 pounds repeatedly
Able to perform strenuous, physically demanding work
Able to stand continuously for 2 or more hours

Technical

Good at math and measuring
Computer literate

Other Qualifications

Willingness to work in a team environment
Ability to work independently

Projected New Skills

Ability to read blueprints
Ability to provide own hand tools

Recruitment

Surveyed employers report the following methods

♦ Employee Referrals	64%
♦ Walk-In Applicants	50%
♦ In-House Promotion or Transfer	36%
♦ Word of Mouth	29%
♦ Employment Development Department	21%
♦ Newspaper Ads	14%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	53%	40%	7%
Training as substitute for experience	71%	0%	29%

Length of Experience

Firms requiring experience prefer an average of 26 months experience in this occupation.

Experience in other occupations

Most firms will accept 30 months experience in a related field such as Plumbing, Electrical, Sheetrock, Painting - any Construction Trade.

Other Information

Where the Jobs Are

Residential Building Construction
Nonresidential Building Construction

Employment Type/Hours

Full Time	98%	Temp/On Call	0%
Part Time	0%	Seasonal	2%

Gender make up of reported positions are as follows:

♦ Male	100%
♦ Female	0%

Cashiers

Job Description

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers. OES 490230

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 18.6%
- ◆ Growth: Average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$7.50
New Hires with Experience	\$5.75	\$6.75	\$8.15
3 Yrs + Experience with Firm	\$6.00	\$8.00	\$9.00

Other Compensation: Cashiers at some Restaurants are given a share of the tips.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	33%	13%	27%	13%
Dental Insurance	13%	13%	33%	7%
Vision Insurance	13%	13%	27%	7%
Life Insurance	27%	20%	13%	
Paid Sick Leave	47%	27%		
Paid Vacation	60%	40%		
Retirement	20%	13%	20%	20%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	0%	0%
Inexperienced	20%	20%	47%	13%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 17%
- ◆ Employees Leaving 58%
- ◆ New Positions 6%
- ◆ Temporary Positions 19%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 53%
- ◆ High school or equivalent 47%

Cashiers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Verbal communication and speaking skills
Dependability

Physical Abilities

Ability to lift 10 pounds
Able to stand continuously for 2 or more hours

Technical

Cash handling skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Customer service skills
Clean and neat appearance
Ability to perform routine, repetitive work
Willingness to have a flexible work schedule

Projected New Skills

Computer skills

Recruitment

Surveyed employers report the following methods for recruiting employees

♦ Walk-In Applicants	87%
♦ Employee Referrals	67%
♦ Newspaper Ads	47%
♦ In-House Promotions or Transfer	40%
♦ Word of Mouth	20%
♦ School, Program Referrals	13%
♦ Employment Development Department	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	0%	33%	67%
Training as substitute for experience	40%	0%	60%

Length of Experience

Firms requiring experience prefer an average of 6 months experience in this occupation.

Experience in other occupations

Most firms will accept 6 months experience in a related field such as Stocking, Merchandising, Customer Service, jobs working with the public.

Other Information

Where the Jobs Are

Grocery Stores
Gasoline Service Stations
Eating and Drinking Places
Drug Stores and Proprietary Stores
Misc. Amusement, Recreation Service

Employment Type/Hours

Full Time	45%	Temp/On Call	0%
Part Time	52%	Seasonal	3%

Gender make up of reported positions are as follows:

♦ Male	35%
♦ Female	65%

Child Care Workers

Job Description

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting. OES 680380

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$7.91	\$8.75
New Hires with Experience	\$6.25	\$8.08	\$9.97
3 Yrs + Experience with Firm	\$7.75	\$8.88	\$12.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	36%	7%	14%	7%
Dental Insurance	29%	7%	14%	7%
Vision Insurance	29%	7%	14%	7%
Life Insurance	29%	7%		
Paid Sick Leave	57%	7%		7%
Paid Vacation	64%	14%	7%	
Retirement			7%	14%

Some employers made available additional services such as classes and training, Employee Assistance Program, or membership at place of employment.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	0%
♦ Employees Leaving	75%
♦ Temporary Positions	5%
♦ Promotions	20%

Recruitment Methods

♦ Newspaper Ads	86%
♦ Employee Referrals	43%
♦ Employment Development Department	36%
♦ Walk-In Applicants	36%
♦ Colleges/Universities	21%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	36%
♦ Female	64%

Where the Jobs Are

Child Day Care Services
Residential Care
Individual and Family Services
Schools, Elementary through Adult Education

Child Care Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year and some expected to grow. Most employers expect employment to remain stable and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Listening
Oral communication

Technical

Trained in CPR and First Aid techniques
Teaching skills - understand the need for multiple approaches

Other Qualifications

Pass fingerprinting qualification
Good grooming

Projected New Skills

Continuing Education in Childcare
Organizational
Art

Skills Needed for Advancement

Education
Knowledge of Child Development
Tolerance of teen behavior
Organizational/Supervisory
People and Communication
Reading, writing, math for older children
Classroom management (when at Child Care Centers)

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 29%
- ♦ High school or equivalent 71%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	29%	57%	14%
Training required	36%	29%	36%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

Firms requiring training report that 6 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 9 months experience in a related field such as Teaching, other Childcare jobs, Babysitting, Licensed Child Care Center, Customer Service, or Motherhood.

Other Information

Time Base

Full Time	71%	Temp/On Call	5%
Part Time	19%	Seasonal	6%

Computer Programmers, Including Aides

Job Description

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information. OES 251051

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$18.85	\$18.85	\$18.85
New Hires with Experience	\$12.15	\$19.06	\$20.81
3 Yrs + Experience with Firm	\$15.00	\$22.44	\$38.36

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	75%		25%	
Dental Insurance	75%			
Vision Insurance	75%			
Life Insurance	50%			
Paid Sick Leave	100%	25%		
Paid Vacation	100%	25%		
Retirement	50%		25%	
Child Care			25%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	43%
♦ Employees Leaving	29%
♦ Temporary Positions	0%
♦ Promotions	29%

Recruitment Methods

♦ Newspaper Ads	75%
♦ Internet	75%
♦ Colleges/Universities	50%
♦ Walk-In Applicants, Employee Referrals	25%
♦ In-House Promotion or Transfer	25%

Size of Occupation

♦ Size of Employment:	Small
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Gender make up of reported positions

♦ Male	42%
♦ Female	58%

Where the Jobs Are

Computer and Data Processing Services
Colleges and Universities
Hospitals
Management and Public Relations

Computer Programmers, Including Aides

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year and many reported growth. Many employers expect employment to remain stable and many expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to communicate effectively, orally and in writing

Technical Skills

Ability to write, edit, and debug computer programs for business

Ability to use current programming languages

Ability to use logic and analysis to solve problems

Ability to organize information for records management

Ability to generate needed reports

Computer Skills

Programming languages (e.g. Cobol, "C++", 4GL, SQL, HTML) were specified by some

UNIX Operating system was listed by a few

MS Word, MS Excel, and Desktop Publishing by many

Database, (e.g. Access or FileMaker) by most

Other Qualifications

Ability to work effectively under pressure

Ability to work well independently

Ability to perform precision work

Willingness to work overtime occasionally

Projected New Skills

Ability to keep learning

Skills Needed for Advancement

Supervisory Skills

Management, Budget

Performance, Aptitude

Drive, Passionate Interest

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 50%
- ♦ Associate Degree 0%
- ♦ Bachelor Degree 25%
- ♦ Graduate Study 25%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	75%	25%	0%
Training required	25%	0%	75%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 36 months experience in a related field such as Engineer.

Other Information

Time Base

Full Time	83%	Temp/On Call	8%
Part Time	8%	Seasonal	0%

Computer Support Specialists

Job Description

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems. OES 251040

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 7.00	\$ 8.00	\$ 9.00
New Hires with Experience	7.00	11.98	15.00
3 Years + Experience with Firm	7.00	13.78	17.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 10.17	\$ 11.91	\$ 14.37
New Hires with Experience	10.97	15.86	19.53
3 Years + Experience with Firm	10.97	16.66	22.61

Additional Compensation A few employers offered long-term disability or an IRA

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	60%		33%	7%
Dental Insurance	60%		27%	7%
Vision Insurance	60%		27%	7%
Life Insurance	80%			7%
Paid Sick Leave	80%	7%	13%	7%
Paid Vacation	80%	7%	7%	7%
Retirement	20%		47%	7%
Child Care			13%	

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	35%
♦ Employees Leaving	35%
♦ Temporary Positions	6%
♦ Promotions	24%

Recruitment Methods

♦ Newspaper Ads	80%
♦ Internet	47%
♦ Colleges/Universities	40%
♦ Employee Referrals	20%
♦ School, Program Referrals	20%
♦ Walk-In Applicants	20%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	78%
♦ Female	22%

Where the Jobs Are

Computer, Internet and Data Processing Services
Local Government
School Districts and Colleges
A Wide Variety of Businesses and Agencies

Computer Support Specialists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year and some grew. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Listening and customer service

Ability to communicate with computer literate staff

Ability to communicate technical information to non-technical staff

Ability to read and follow directions

Technical

Knowledge of Mac/PC hardware and operating systems

Ability to use operating manuals

Knowledge of software applications

Understanding of wide area networks (WAN)

Understanding of local area networks (LAN)

Ability to troubleshoot

Computer Skills

Mac and PC Experience

Word Processing, Spreadsheet, Database

Desktop Publishing

Networking

Other Qualifications

Ability to work independently

Ability to work effectively under periods of pressure

Information gathering and organization

Projected New Skills

Installation and Repair - Hardware and Software

Customer Service

Skills Needed for Advancement

Supervisory skills, Interest and Drive

Programming, Internet - Webmaster

Added Training, Hardware and Wiring

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 0%
- ♦ High school or equivalent 87%
- ♦ Associate Degree 7%
- ♦ Bachelor Degree 7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	60%	33%	7%
Training required	47%	20%	33%

Length of Experience

Firms requiring experience prefer an average of 20 months experience in this occupation.

Length of Training

Firms requiring training report that 13 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept 10 months experience in a related field such as Customer Service, Computer Troubleshooting, Entry Level Technical Positions.

Other Information

Time Base

Full Time	87%	Temp/On Call	2%
Part Time	11%	Seasonal	0%

Cooks - Restaurant

Job Description

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu. OES 650260

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 22.2%
- ◆ Growth: Average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$8.50
New Hires with Experience	\$5.75	\$8.00	\$8.50
3 Years + Experience with Firm	\$6.75	\$9.50	\$14.00

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	13%		33%	7%	7%	
Dental Ins			7%		7%	
Vision Ins			7%		7%	
Life Ins	7%		7%		7%	
Sick Leave	7%					
Vacation	40%		20%	7%		
Retirement			7%		7%	

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced:

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

- ◆ Promotions 15%
- ◆ Employees Leaving 65%
- ◆ New Positions 10%
- ◆ Temporary Positions 10%

Cooks - Restaurant

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	40%	47%	13%
Training as substitute for experience	62%	0%	38%

Firms requiring experience prefer an average of twelve months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to lift at least 50 pounds

Ability to perform strenuous, physically demanding work

Ability to stand continuously for 2 or more hours.

Flexibility

Willingness to work nights, weekends, part-time, and occasional overtime.

Other Skills & Qualifications

Good reading & comprehension skills

Listening skills

Verbal communication & speaking skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Ability to work in continually changing environment

Ability to delegate work and supervise others

Have clean and neat appearance.

Education

Education of recent hires

♦ Less than high school	33%
♦ High school or equivalent	60%
♦ Associate Degree	7%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ Employee Referrals

Other Information

Employment Type/Hours

Full Time	84%	Temp/On Call	0%
Part Time	14%	Seasonal	2%

Gender make up of reported positions are as follows:

♦ Male	60%
♦ Female	40%

Where the Jobs Are

Eating Places

Hotels & Motels

Counter and Rental Clerks

Job Description

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.. OES 490170

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 25.8%
- ♦ Growth: Faster than average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.00	\$7.50
New Hires with Experience	\$5.75	\$7.13	\$10.00
3 Yrs + Experience with Firm	\$6.75	\$10.00	\$11.00

Additional Compensation: A few employers offered commissions.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%	7%	20%	
Dental Insurance	13%		13%	
Vision Insurance	7%		13%	
Life Insurance	13%		13%	
Paid Sick Leave	20%	7%		
Paid Vacation	67%	13%		
Retirement	7%		20%	

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	13%	0%
Inexperienced	20%	7%	40%	20%

Where Vacancies come from.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 28%
- ♦ Employees Leaving 56%
- ♦ New Positions 17%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires:

- ♦ Less than high school 40%
- ♦ High school or equivalent 60%

Counter and Rental Clerks

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills:

Listening skills
Able to learn continually

Physical Abilities:

Ability to lift 10-50 pounds
Possess excellent vision

Technical:

Good at math and measuring

Other Qualifications:

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Possess good DMV driving record

Projected New Skills

I-Car Certification
Computer skills
Attention to details

Recruitment

Surveyed employers report the following methods

♦ Employee Referrals	60%
♦ Newspaper Ads	53%
♦ Walk-In Applicants	40%
♦ In-House Promotion or Transfer	27%
♦ Word of Mouth	20%
♦ Employment Development Department	20%
♦ Private Employment Agencies	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	13%	40%	47%
Training as substitute for experience	63%	0%	38%

Length of Experience:

Firms requiring experience prefer an average of 20 months experience in this occupation.

Experience in other occupations:

Most firms will accept 9 months experience in a related field such as Retail, Sales, Customer Service.

Other Information

Where the Jobs Are:

Department Stores
Laundry, Cleaning and Garment Service
Video Tape Rental
Misc. Amusement, Recreation Service

Employment Type/Hours:

Full Time	41%	Temp/On Call	1%
Part Time	58%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	39%
♦ Female	61%

Dental Assistants

Job Description

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required. OES 660020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$8.25	\$12.00
New Hires with Experience	\$9.00	\$12.00	\$16.00
3 Yrs + Experience with Firm	\$10.00	\$14.00	\$18.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%		13%	
Dental Insurance	53%		13%	
Vision Insurance			13%	
Life Insurance	13%		7%	
Paid Sick Leave	67%			
Paid Vacation	93%			
Retirement	47%		20%	

Additional Compensation Some employers paid for training. Some employers gave bonuses or commissions. A few gave gym membership.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	10%
♦ Employees Leaving	80%
♦ Temporary Positions	0%
♦ Promotions	10%

Recruitment Methods

♦ Newspaper Ads	67%
♦ Employee Referrals	53%
♦ Walk-In Applicants	47%
♦ School, Program Referrals	20%
♦ Word of Mouth	20%

Size of Occupation

♦ Size of Employment	Medium
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Gender make up of reported positions

♦ Male	0%
♦ Female	100%

Where the Jobs Are

Offices & Clinics or Dentists

Dental Assistants

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, and some reported growth. Almost all employers expect employment to remain stable and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Legible handwriting
Ability to read and follow directions
Ability to follow oral instructions
Ability to communicate effectively, orally & in writing

Physical Abilities

Good hearing and vision
Able to stand continuously for 2 or more hours

Technical

Ability to perform or assist with dental procedures
Record keeping
Knowledge of dental materials
Possession of a Radiation Safety Certificate
Trained in CPR and First Aid techniques

Computer Skills

Some employers required Word Processing
A few employers used DataBase, Quicken, or a custom dental program

Other Qualifications

Ability to work independently
Good grooming and public contact
Ability to work in a teamwork environment
Ability to work effectively in periods of high pressure

Projected New Skills

XRays License
Coronal Polish and a good smile
Continuing Education to match state requirements

Skills Needed for Advancement

RDA Certificate
RDAEF Certificate, Dental, Desire to advance
Business Knowledge, Good People skills

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 13%
- ♦ High school or equivalent 73%
- ♦ Associate Degree 13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	47%	40%	13%
Training required	47%	33%	20%

Length of Experience

Firms requiring experience prefer an average of 14 months experience in this occupation.

Length of Training

Firms requiring training report that 19 months of training are needed prior to employment.

Experience in other occupations

None of the employers accepted experience in other occupations.

Other Information

Time Base

Full Time	88%	Temp/On Call	0%
Part Time	13%	Seasonal	0%

Drafters

Job Description

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings. OES 225140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$9.00	\$12.00
New Hires with Experience	\$8.00	\$14.50	\$18.00
3 Yrs + Experience with Firm	\$10.00	\$18.00	\$25.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	50%		40%	
Dental Insurance	10%		30%	
Vision Insurance	10%		30%	
Life Insurance	50%			
Paid Sick Leave	60%		10%	
Paid Vacation	70%		10%	10%
Retirement	20%		50%	

Additional Compensation A few employers offered bonuses, profit sharing, RX Plan, or overtime.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 0%
- ♦ Employees Leaving 50%
- ♦ Temporary Positions 0%
- ♦ Promotions 50%

Recruitment Methods

- ♦ Employee Referrals 70%
- ♦ Newspaper Ads 40%
- ♦ In-House Promotion or Transfer 30%
- ♦ Employment Development Department 20%
- ♦ Walk-In Applicants 20%

Size of Occupation

- ♦ Size of Employment Medium

Gender make up of reported positions

- ♦ Male 91%
- ♦ Female 9%

Where the Jobs Are

Engineering and Architectural Services
Metal Forgings and Stampings
General Industrial Machinery
Local Government
Miscellaneous Business Services

Drafters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, a few reported growth and some reported a decline. Many employers expect employment to remain stable, and many expect to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

English grammar and spelling
Legible handwriting
Ability to read and follow instructions
Listening
Verbal communication

Physical Abilities

Able to sit or stand continuously for 2 or more hours

Technical

Ability to read blueprints
Computer Assisted Design (CAD)

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment

Projected New Skills

Precision Measuring Equipment
Survey
Math Fundamentals
Construction Knowledge
AutoCAD

Skills Needed for Advancement

Architectural, Engineering, Surveying Background
Organization, Communication
Business Management
Attention to detail, Accuracy
Attitude, Motivation
Ingenuity

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 70%
- ♦ Associate Degree 30%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	70%	30%	0%
Training required	50%	50%	0%

Length of Experience

Firms requiring experience prefer an average of 28 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept experience in a related field such as Engineering, Design, Architect, Mechanic, Machinist, or Construction.

Other Information

Time Base

Full Time	94%	Temp/On Call	0%
Part Time	6%	Seasonal	0%

Emerging Occupations

Light Rail System

Drivers / Sales Workers

Job Description

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers. OES 971170

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 12.5%
- ◆ Growth: Slower than average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.00	\$8.00	\$9.38
New Hires with Experience	\$6.00	\$8.50	\$12.50
3 Years + Experience with Firm	\$6.75	\$10.00	\$15.47

Benefits

Who Pays	Employer		Share Cost		Employee	
	FT	PT	FT	PT	FT	PT
Medical Ins	53%		13%			
Dental Ins	47%		13%			
Vision Ins	20%		13%			
Life Ins	27%		7%		7%	
Sick Leave	60%	7%				
Vacation	67%	7%				
Retirement	13%		7%			

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (16 Vacancies)

- ◆ Promotions 19%
- ◆ Employees Leaving 63%
- ◆ New Positions 19%
- ◆ Temporary Positions 0%

Driver / Sales Workers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	20%	27%	53%
Training as substitute for experience	29%	0%	71%

Firms requiring experience prefer an average of fifteen months experience in this occupation.

Qualifications

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to sit continuously for 2 or more hours
Perform strenuous, physically demanding work
Possess excellent vision
Ability to lift at least 50 pounds
Pass drug screen.

Flexibility

Willingness to work more than 40 hours/week

Other Skills & Qualifications

Legible handwriting
Reading & comprehension skills
Listening skills
Verbal communication & speaking skills
Basic math skills
Ability to work well independently
Ability to work effectively under pressure
Ability to perform routine, repetitive work
Ability to work in continually changing environment
Possess good DMV driving record
Have clean and neat appearance.

Computer Skills

Word processing, Database
Desktop Publishing

Projected New Skills

Sales

Education

Education of recent hires

- ♦ High school or equivalent 73%
- ♦ Less than high school 27%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Employee Referrals
- ♦ Walk-in Applicants

Other Information

Employment Type/Hours

Full Time	83%	Temp/On Call	0%
Part Time	17%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 86%
- ♦ Female 14%

Where The Jobs Are

Groceries and Related Products
Beer and Ale
Eating Places

Financial Managers

Job Description

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions. OES 130020

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 23.5%
- ◆ Growth: Faster Than Average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$9.00	\$13.99	\$20.87
New Hires with Experience	\$9.00	\$19.18	\$23.97
3 Years + Experience with Firm	\$10.00	\$21.69	\$27.70

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	53%		27%	7%		
Dental Ins	53%		27%	7%		
Vision Ins	47%		13%		7%	
Life Ins	60%		13%	7%		
Sick Leave	60%	7%		7%		
Vacation	73%	7%	7%	7%		
Retirement	47%		20%			
Child Care					7%	
Other	7%		7%		7%	

Supply / Demand Assessment

All employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (3 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 100%
- ◆ New Positions 0%
- ◆ Temporary Positions 0%

Financial Managers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	73%	20%	7%
Training as substitute for experience	14%	0%	86%

Firms requiring experience prefer an average of forty months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Pass pre-employment medical exam
 Pass drug screening exam
 Ability to sit continuously for 2 or more hours
 Possess excellent vision

Flexibility

Willingness to work weekends
 Willingness to work more than 40 hours/week
 Willingness to work participate in drug testing

Other Skills & Qualifications

Good English grammar & spelling skills
 Legible handwriting
 Reading & comprehension skills, listening skills
 Verbal communication & speaking skills
 Basic and advanced math skills
 Ability to work effectively in teamwork environment
 Ability to work well independently
 Ability to work effectively under pressure
 Ability to work in continually changing environment
 Ability to effectively delegate work and supervise staff
 Possess good DMV driving record
 Possess own vehicle and insurance
 Have clean and neat appearance

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Interpersonal skills
 Human Resources
 Management
 SACS Accounting System

Education

Education of recent hires

♦ High school or equivalent	27%
♦ Bachelor Degree	33%
♦ Associate Degree	40%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Employee Referrals
- ♦ Internet

Other Information

Employment Type/Hours

Full Time	90%	Temp/On Call	0%
Part Time	10%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	45%
♦ Female	55%

Where The Jobs Are

State Commercial Banks
 National Commercial Banks
 Hotel and Motels
 Real Estate Agents and Managers
 Wineries
 Single-Family Housing Construction

Firefighters

Job Description

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government. OES 630080

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 6.39	\$ 7.03	\$ 8.95
New Hires with Experience	6.39	8.31	12.66
3 Years + Experience with Firm	8.31	9.59	20.14

Union Wages

	Low	Median	High
New Hires with No Experience	\$ NA*	\$ NA*	\$ NA*
New Hires with Experience	7.52	10.58	13.63
3 Years + Experience with Firm	10.27	12.65	15.03

*Unions did not hire without Experience

Additional Compensation A few employers paid 5% more on salary for EMT I. Also a few employers offered overtime.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	83%	17%		
Dental Insurance	50%	33%		
Vision Insurance	50%	33%		
Life Insurance	67%	17%		
Paid Sick Leave	83%	17%		
Paid Vacation	100%			
Retirement	67%	17%		

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced	X		
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	5%
♦ Temporary Positions	94%
♦ Promotions	1%

Recruitment Methods

♦ In-House Promotion or Transfer	83%
♦ Walk-In Applicants	50%
♦ Employee Referrals	33%
♦ Newspaper Ads	33%
♦ School, Program Referrals	33%

Size of Occupation

♦ Size of Employment	Small
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Gender make up of reported positions

♦ Male	81%
♦ Female	19%

Where the Jobs Are

Local and State Governments

Firefighters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, a few reported growth and a few reported a decline. Most employers expect employment to remain stable and some to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Reading comprehension, verbal communication

Physical Abilities

Pass a pre-employment medical exam
Pass a physical performance test
Good hearing and vision
Lift at least 50 pounds
Ability to climb to high places
Possession of agility and coordination

Technical

Ability to administer emergency first aid
Ability to take vital signs
EMT Certificate required by most
Knowledge of local streets
Word Processing skills required by almost all

Other Qualifications

Ability to work independently
Ability to work effectively in a teamwork environment
Ability to work well under periods of high pressure
Possession of a clean police record

Projected New Skills

EMT I, Paramedic, Hazardous Materials

Skills Needed for Advancement

Advanced Firefighter Training, Fire Science Classes
State Fire Officer Certificate as Fire Tech
EMS (Emergency Medical Services) Training
Medical EMT (Emergency Medical Technician)
Class B Driver's License, Driver/Operator 1A and 1B
Supervisory

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	33%	67%	0%
Training required	83%	0%	17%

Length of Experience

Firms requiring experience prefer an average of 21 months experience in this occupation.

Length of Training

Firms requiring training report that 30 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept 4 months experience in a related field such as Medical.

Other Information

Time Base

Full Time	29%	Temp/On Call	10%
Part Time	1%	Seasonal	59%

First Line Supervisors & Manager / Supervisors Clerical & Administrative Support Occupations

Job Description

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise. OES 510020

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 23.5%
- ◆ Growth: Faster Than Average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$8.00	\$14.20
New Hires with Experience	\$6.25	\$9.00	\$17.05
3 Years + Experience with Firm	\$7.50	\$10.00	\$21.31

Benefits

Who Pays	Employer		Share Cost		Employee	
	FT	PT	FT	PT	FT	PT
Medical Ins	53%	13%	33%			
Dental Ins	53%	7%	20%			
Vision Ins	47%	7%	13%			
Life Ins	40%		7%			
Sick Leave	53%	7%				
Vacation	80%	13%	7%			
Retirement	33%	13%	13%		7%	

Supply / Demand Assessment

All employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (18 Vacancies)

- ◆ Promotions 33%
- ◆ Employees Leaving 33%
- ◆ New Positions 17%
- ◆ Temporary Positions 17%

First Line Supervisors & Manager / Supervisors Clerical & Administrative Support Occupations

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	67%	33%	0%
Training as substitute for experience	13%	0%	87%

Firms requiring experience prefer an average of twenty six months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Pass drug screening exam

Ability to sit continuously for 2 or more hours.

Flexibility

Willingness to work more than 40 hours/week

Willingness to participate in drug testing

Other Skills & Qualifications

Good English grammar & spelling skills

Legible handwriting

Reading & comprehension skills

Listening skills

Verbal communication & speaking skills

Basic math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Ability to work in continually changing environment

Ability to effectively delegate work and supervise staff

Have clean and neat appearance

Computer Skills

Word processing, Spreadsheet, Database, Desktop Publishing

Projected New Skills

Interpersonal Skills

Human Resources

Supervisory

Education

Education of recent hires

♦ High school or equivalent	60%
♦ Associate Degree	27%
♦ Bachelor Degree	13%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Employee Referrals
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours

Full Time	91%	Temp/On Call	0%
Part Time	9%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	18%
♦ Female	82%

Where the Jobs Are

Local Government

Hotel & Motels

Offices & Clinics of Medical Doctors

First Line Supervisors / Managers Construction Trades & Extractive Workers

Job Description

First Line Manager/Supervisors in the Construction Trades and Extractive Workers directly supervise and coordinate activities of construction or extractive workers. They are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same construction work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision and report them in the occupations which are most closely related to their specific work duties. OES 810050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$10.09	\$12.05	\$14.00
New Hires with Experience	\$10.00	\$17.25	\$27.50
3 Years + Experience with Firm	\$12.00	\$19.65	\$31.96

Benefits

Who Pays	Employer		Share Cost		Employee	
	FT	PT	FT	PT	FT	PT
Medical Ins	36%		21%			
Dental Ins	29%		14%			
Vision Ins	21%		7%			
Life Ins	21%		7%			
Sick Leave	14%					
Vacation	57%					
Retirement	36%		7%			

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 20.0%
- ◆ Growth: Average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 33%
- ◆ New Positions 67%
- ◆ Temporary Positions 0%

First Line Supervisors / Managers Construction Trades & Extractive Workers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	86%	14%	0%
Training as substitute for experience	21%	0%	79%

Firms requiring experience prefer an average of thirty months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds
Perform strenuous, physically demanding work
Ability to use abdominal/lower back muscles
Pass drug screening

Flexibility

Willingness to work more than 40 hours/week
Willingness to have flexible hours including weekends
Willingness to work on a seasonal basis

Other Skills & Qualifications

Legible handwriting, reading & comprehension skills
Verbal communication & speaking skills
Basic math skills
Ability to work effectively in a teamwork environment
Ability to work well independently
Ability to work effectively under pressure
Ability to work in continually changing environment
Ability to effectively delegate work and supervise staff
Possess good DMV printout
Have own vehicle and insurance

Computer Skills

Word processing, Spreadsheet, Database
Industry Specific software

Projected New Skills

Detail oriented
Organization

Education

Education of recent hires

- ♦ High school or equivalent 93%
- ♦ Bachelor Degree 7%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Word-of-Mouth
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 95%
- ♦ Female 5%

Where the Jobs Are

Singe-Family Housing Construction
Nonresidential Construction
Water, Sewer and Utility Lines
Industrial Buildings & Warehouses

First Line Supervisors & Managers of Mechanics, Installers & Repairers

Job Description

First Line Clerical Manager/Supervisors of Mechanics, Installers and Repairers directly supervise and coordinate activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. They are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same repair work as the workers they supervise. The occupation excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision. OES 810020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$11.11	\$12.00
New Hires with Experience	\$10.00	\$14.00	\$20.00
3 Years + Experience with Firm	\$12.00	\$17.05	\$23.97

Benefits

Who Pays	Employer		Share Cost		Employee	
	FT	PT	FT	PT	FT	PT
Medical Ins	80%		13%			
Dental Ins	53%				7%	
Vision Ins	27%				7%	
Life Ins	53%		7%			
Sick Leave	40%					
Vacation	87%		7%			
Retirement	53%		13%			

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 0.0%
- ◆ Growth: Remain Stable

Supply / Demand Assessment

All employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 100%
- ◆ New Positions 0%
- ◆ Temporary Positions 0%

Where the Jobs Are

New & Used Car Dealerships
General Automotive Repair Shops
Auto & Home Supply Stores
Federal Government

First Line Supervisors & Managers of Mechanics, Installers & Repairers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	73%	20%	7%
Training as substitute for experience	21%	0%	79%

Firms requiring experience prefer an average of forty one months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Pass drug screening exam
Pass pre-employment medical exam
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds
Perform strenuous, physically demanding work

Flexibility

Willingness to work more than 40 hours/week
Willingness to work flexible hours including weekends
Willingness to participate in drug testing.

Other Skills & Qualifications

Good English grammar, spelling skills
Reading & comprehension skills, Basic math skills
Verbal communication & speaking skills
Ability to work effectively in teamwork environment
Ability to work well independently, to learn continually
Ability to work effectively under pressure
Listening skills
Ability to work in continually changing environment
Ability to effectively delegate work and supervise staff
Have clean and neat appearance
Possess good DMV printout
Possess own vehicle and insurance.

Computer Skills

Word processing, Spreadsheet, Database, Desktop Publishing,
Industry Specific software

Projected New Skills

Interpersonal Skills
Supervisory

Education

Education of recent hires

- ♦ High school or equivalent 93%
- ♦ Associate Degree 7%

Recruitment

Top three recruitment methods include the following

- ♦ Newspaper Advertisement
- ♦ Word-of-Mouth
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 91%
- ♦ Female 9%

First Line Supervisors & Manager / Supervisors Production & Operating Workers

Job Description

First Line Manager/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. They are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same production work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision. Report them in the occupations which are most closely related to their specific work duties. OES 810080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.00	\$8.63	\$14.92
New Hires with Experience	\$6.50	\$13.00	\$22.50
3 Years+ Experience with Firm	\$6.90	\$17.43	\$25.00

Benefits

Who Pays	Employer		Share Cost		Employee	
	FT	PT	FT	PT	FT	PT
Medical Ins	40%		40%			
Dental Ins	33%		27%			
Vision Ins	20%		20%			
Life Ins	40%		20%			
Sick Leave	40%		7%			
Vacation	60%		7%			
Retirement	40%		7%			

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 11.1%
- ♦ Growth: Slower Than Average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

- ♦ Promotions 43%
- ♦ Employees Leaving 29%
- ♦ New Positions 29%
- ♦ Temporary Positions 0%

First Line Supervisors & Manager / Supervisors Production & Operating Workers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	60%	33%	7%
Training as substitute for experience	36%	0%	64%

Firms requiring experience prefer an average of nineteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Possess excellent vision
Ability to lift at least 50 pounds
Perform strenuous, physically demanding work
Pass drug screening
Pass pre-employment medical exam.

Flexibility

Willingness to work more than 40 hours/week
Willingness to work nights, weekends, on-call
Willingness to work overtime on a regular basis
Participate in drug testing.

Other Skills & Qualifications

Legible handwriting
Good English grammar and spelling skills
Listening skills
Reading & comprehension skills
Verbal communication & speaking, basic math
Ability to work effectively in teamwork environment
To work well independently
Work effectively under pressure
Ability to effectively delegate work and supervise staff
Trained in CPR/First Aide
Possess good DMV printout
Maintain clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database, Desktop Publishing

Projected New Skills

Phone Skills

Education

Education of recent hires

♦ High school or equivalent	80%
♦ Associate degree	7%
♦ Less than high school	13%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Employee Referral
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours

Full Time	84%	Temp/On Call	0%
Part Time	5%	Seasonal	11%

Gender make up of reported positions are as follows:

♦ Male	88%
♦ Female	12%

Where the Jobs Are

Wineries
Sawmills & Planing Mills
Reconstituted Wood Products

Food Preparation Workers

Job Description

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen. OES 650380

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 8.6%
- ◆ Growth: Slower than average

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 5.75	\$6.50	\$7.50
New Hires with Experience:	5.75	7.00	8.50
3 Years + Experience with Firm:	7.00	8.50	11.45

Union

	Low	Median	High
New Hires with No Experience:	\$ 7.83	\$ 7.84	\$ 8.52
New Hires with Experience:	7.83	8.52	8.64
3 Years + Experience with Firm:	8.52	8.63	9.53

Additional Compensation: A few non union employers offered bonuses to 3+year employees.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	20%	13%	27%	7%
Dental Insurance	20%	13%	13%	7%
Vision Insurance	20%	13%	13%	7%
Life Insurance	27%	13%		
Paid Sick Leave	40%	20%		7%
Paid Vacation	53%	27%		7%
Retirement	27%	20%	13%	7%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and many expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	0%	0%
Inexperienced	20%	27%	33%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ◆ Promotions 7%
- ◆ Employees Leaving 78%
- ◆ New Positions 7%
- ◆ Temporary Positions 8%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 53%
- ◆ High school or equivalent 47%

Food Preparation Workers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Ability to read and follow directions
People skills
Responsible

Physical Abilities

Ability to lift 10-50 pounds
Able to stand continuously for 2 or more hours

Other Qualifications

Ability to work in a team environment
Ability to work independently
Able to work under pressure
Ability to perform routine, repetitive work
Clean and neat appearance
Willingness to work flexible hours

Projected New Skills

Efficiency

Recruitment

Surveyed employers report the following methods

◆ Newspaper Ads	80%
◆ Walk-In Applicants	67%
◆ Employee Referrals	47%
◆ In-House Promotion or Transfer	40%
◆ Employment Development Department	20%
◆ Word of Mouth	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	0%	47%	53%
Training as substitute for experience	100%	0%	0%

Experience in other occupations

Many firms preferred 7 months experience in a related field such as Restaurant Environment.

Other Information

Where the Jobs Are

Grocery Stores
Eating and Drinking Places
Hotels and Motels
Elementary and Secondary Schools

Employment Type/Hours

Full Time	55%	Temp/On Call	2%
Part Time	42%	Seasonal	0%

Gender make up of reported positions are as follows:

◆ Male	35%
◆ Female	65%

Food Service Managers

Job Description

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors. OES 150261

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$7.13	\$11.51
New Hires with Experience	\$6.25	\$13.00	\$19.18
3 Yrs + Experience with Firm	\$6.50	\$16.44	\$25.57

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%		40%	7%
Dental Insurance	33%		7%	
Vision Insurance	27%		7%	
Life Insurance	20%			
Paid Sick Leave	20%			
Paid Vacation	87%			
Retirement	13%		7%	7%

Additional Compensation A few employers offered an annual bonus depending on store performance.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	10%
♦ Employees Leaving	60%
♦ Temporary Positions	0%
♦ Promotions	30%

Recruitment Methods

♦ In-House Promotion or Transfer	67%
♦ Newspaper Ads	67%
♦ Walk-In Applicants	40%
♦ Employee Referrals	27%
♦ Employment Development Department	20%

Size of Occupation

♦ Size of Employment	Large
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Gender make up of reported positions

♦ Male	32%
♦ Female	68%

Where the Jobs Are

Eating and Drinking Places
Hotels and Motels
Nursing Homes
Entertainment Centers
Elementary and Secondary Schools

Food Service Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Average

Almost all employers reported stable employment in this occupation during the last year, a few reported growth. All employers expect employment to remain stable.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to communicate effectively orally and in writing

Technical

Ability to manage an activity or department

Ability to plan and organize the work of others

Ability to follow purchasing procedures

Food preparation

Understanding of inventory techniques

Computer Skills

Some employers required Word Processing and Spreadsheet

A few required DataBase and Desktop Publishing

Other Qualifications

Problem solving

Customer service

Ability to hire and assign personnel

Ability to work well independently

Ability to work well under periods of high pressure

Projected New Skills

Food Safety

All restaurant jobs

Skills Needed for Advancement

Excellent public relations

Reliability

Financial performance

Initiative

Multitasking

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 13%
- ♦ High school or equivalent 73%
- ♦ Associate Degree 13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	73%	20%	7%
Training required	21%	21%	57%

Length of Experience

Firms requiring experience prefer an average of 22 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept any management experience in a related field, but did not specify the number of months.

Other Information

Time Base

Full Time	89%	Temp/On Call	0%
Part Time	11%	Seasonal	0%

General Office Clerks

Job Description

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined. OES 553470

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 9%
- ◆ Growth: Slower than average

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 6.00	\$7.50	\$ 8.36
New Hires with Experience:	7.00	8.00	9.48
3 Years + Experience with Firm:	7.50	10.00	14.00

Union

	Low	Median	High
New Hires with Experience:	\$ 8.63	\$ 9.79	\$10.40
3 Years + Experience with Firm:	10.07	10.63	12.62

*Unions did not hire without Experience

Other Compensation: A few Non-Union employers gave a yearly bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%		31%	6%
Dental Insurance	31%		19%	6%
Vision Insurance	25%		13%	6%
Life Insurance	25%		13%	6%
Paid Sick Leave	50%	6%		
Paid Vacation	69%	6%		
Retirement	31%		25%	13%

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced	6%	44%	13%	6%
Inexperienced	0%	6%	13%	13%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 32%
- ◆ Employees Leaving 14%
- ◆ New Positions 41%
- ◆ Temporary Positions 14%

Education

Surveyed employers report the following education levels of recent hires:

- ◆ Less than high school 6%
- ◆ High school or equivalent 94%

General Office Clerks

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

English grammar, spelling, and punctuation skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills

Physical Abilities

Ability to sit continuously for 2 or more hours

Technical

Ability to use word processing software
Ability to use spreadsheet software

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Ability to learn continually

Projected New Skills

Problem Solving
Organizational skills
Increased computer skills

Emerging Occupations

Internet Research
More Bilingual Positions

Recruitment

Surveyed employers report the following methods

♦ Newspaper Ads	80%
♦ Walk-In Applicants	47%
♦ Employee Referrals	40%
♦ Employment Development Department	27%
♦ In-House Promotion or Transfer	27%
♦ Private Employment Agencies	20%
♦ Internet	20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	69%	19%	13%
Training as substitute for experience	71%	0%	29%

Length of Experience

Firms requiring experience prefer an average of 15 months experience in this occupation.

Experience in other occupations

Most firms will accept 11 months experience in a related field such as General Clerical, Bookkeeping.

Other Information

Where the Jobs Are

A wide variety of businesses, non profit organizations and government agencies.

Employment Type/Hours

Full Time	85%	Temp/On Call	5%
Part Time	11%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	2%
♦ Female	98%

Home Health Aides

Job Description

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Excludes Nursing Aides and Homemakers. OES 660110

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$9.00	\$10.14
New Hires with Experience	\$6.25	\$9.48	\$10.14
3 Yrs + Experience with Firm	\$6.25	\$10.00	\$11.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	30%		30%	
Dental Insurance	30%		10%	
Vision Insurance	20%			
Life Insurance	30%			
Paid Sick Leave	50%	10%		
Paid Vacation	70%	10%		
Retirement	20%		10%	

A few employers offered mileage reimbursement, membership at a fitness center or jury duty coverage.

N.B. Many workers in this occupation are self employed and receive no benefits.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	20%
♦ Employees Leaving	24%
♦ Temporary Positions	57%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	90%
♦ Employee Referrals	50%
♦ Walk-In Applicants	50%
♦ Employment Development Department	30%
♦ In-House Promotion or Transfer	20%

Size of Occupation

♦ Size of Employment:	Large
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Gender make up of reported positions

♦ Male	5%
♦ Female	95%

Where the Jobs Are

Nursing and Personal Care Facilities
Residential Care
Individual and Family Services
Hospitals

Home Health Aides

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Many employers reported stable employment in this occupation during the last year and some reported growth and some reported a decline. Most employers expect employment to remain stable and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions

Listening

Ability to communicate effectively orally and in writing

Technical Skills

Ability to apply transferring techniques moving patients

Computer Skills

Word Processing, Spreadsheet, and Database required by a few

Other Qualifications

Ability to work effectively in a teamwork environment

Ability to work well independently

Ability to work in continually changing environments

Ability to work well under periods of high pressure

Possession of a valid driver's license

Good grooming

Projected New Skills

Procedures to meet client's needs

Skills Needed for Advancement

Communication skills

Further education

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 10%
- ♦ High school or equivalent 90%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	30%	60%	10%
Training required	30%	10%	60%

Length of Experience

Firms requiring experience prefer an average of 9 months experience in this occupation.

Length of Training

Firms requiring training report that 2 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept any amount of experience in a related field such as CNA, Professional Cleaning Person, Housekeeping, Care Provider Service.

Other Information

Time Base

Full Time	44%	Temp/On Call	15%
Part Time	37%	Seasonal	4%

Emerging Occupations

End of life care

Human Service Workers

Job Description

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians. OES 273080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$8.13	\$10.00	\$15.32
New Hires with Experience	\$8.00	\$10.25	\$14.00
3 Yrs + Experience with Firm	\$9.89	\$12.00	\$18.00

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	62%	31%	15%	8%
Dental Insurance	38%	23%	8%	
Vision Insurance	46%	15%	8%	
Life Insurance	31%	23%	8%	
Paid Sick Leave	77%	38%		
Paid Vacation	77%	38%		
Retirement	15%	8%	23%	8%

A few employers offered Employee Assistance Program.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 29%
- ♦ Employees Leaving 56%
- ♦ Temporary Positions 10%
- ♦ Promotions 5%

Recruitment Methods

- ♦ Newspaper Ads 100%
- ♦ Employee Referrals 54%
- ♦ In-House Promotion or Transfer 38%
- ♦ Employment Development Department 23%
- ♦ Internet or Walk-In Applicants 23%

Size of Occupation

- ♦ Size of Employment: Large

Gender make up of reported positions

- ♦ Male 20%
- ♦ Female 80%

Where the Jobs Are

Nursing and Personal Care Facilities
Social Services
Individual and Family Services
Local Government

Human Service Workers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year and some reported growth. Many employers expect employment to remain stable and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow instructions

Ability to communicate effectively orally and in writing

Technical Skills

Record keeping

Ability to interview others for information

Computer Skills

Word Processing is required by most employers

Spreadsheet is required by some

Database and Desktop Publishing by a few

Other Qualifications

Ability to think logically

Understanding of a variety of cultures

Ability to work well independently

Possession of a valid driver's license

Projected New Skills

Ability to maintain a calm demeanor

HIV and Hepatitis Education

Knowledge of harm reduction

People skills

Skills Needed for Advancement

Management, Organization

Further education

Initiative, Dedication/Passion for work

Reliability, Ability to work unsupervised

Ability to work with clients and families

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 92%
- ♦ Associate Degree 8%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	62%	15%	23%
Training required	23%	23%	54%

Length of Experience

Firms requiring experience prefer an average of 14 months experience in this occupation.

Length of Training

Firms requiring training report that 15 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept any amount of experience in a related field such as Social Work, Human Development, Case Management, Special Education, Convalescent Care, or Receptionist.

Other Information

Time Base

Full Time	55%	Temp/On Call	9%
Part Time	33%	Seasonal	3%

Industrial Production Managers

Job Description

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications. OES 150140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$11.51	\$17.48	\$23.44
New Hires with Experience	\$10.00	\$17.84	\$28.77
3 Yrs + Experience with Firm	\$12.00	\$19.79	\$35.96

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%		53%	
Dental Insurance	33%		47%	
Vision Insurance	27%		47%	
Life Insurance	73%			
Paid Sick Leave	67%			
Paid Vacation	100%			
Retirement	33%		33%	

A few employers offered an RX Plan, Profit Sharing, Bonuses or a 401k.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	0%
♦ Employees Leaving	60%
♦ Temporary Positions	0%
♦ Promotions	40%

Recruitment Methods

♦ Newspaper Ads	67%
♦ In-House Promotion or Transfer	47%
♦ Trade Journals/Industry Referrals	27%
♦ Walk-In Applicants	20%
♦ Employment Development Department	20%

Size of Occupation

♦ Size of Employment:	Small
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Gender make up of reported positions

♦ Male	92%
♦ Female	8%

Where the Jobs Are

Beverages
Sawmills and Planing Mills
Misc. Fabricated Metal Products
Millworks, Plywood & Structural Members
Food Processing

Industrial Production Managers

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Almost all employers reported stable employment in this occupation during the last year, a few reported growth, and a few reported a decline. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively, orally and in writing
Basic math
Ability to read and follow instructions

Flexibility

Willingness to work occasional periods of overtime

Technical Skills

Ability to effectively delegate work and supervise staff
Ability to set work priorities and meet deadlines
Ability to analyze data to solve problems
Leadership

Computer Skills

Work Processing, Spreadsheet required by most
Database required by many
Email, scheduling, & custom programs required by a few

Other Qualifications

Ability to create a teamwork environment
Ability to work well independently
Ability to handle crisis situations

Projected New Skills

Knowledge of product and manufacturing
Communication, Organizational Skills

Skills Needed for Advancement

Technical Knowledge
Troubleshooting
Employee Supervision
Organizational, Analytical
Teamwork

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 53%
- ♦ Associate Degree 7%
- ♦ Bachelor Degree 40%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	87%	13%	0%
Training required	33%	33%	33%

Length of Experience

Firms requiring experience prefer an average of 38 months experience in this occupation.

Length of Training

Firms requiring training report that 11 months of training are needed prior to employment.

Experience in other occupations

Many firms will accept 36 months experience in a related field such as Wood Industry Experience, Manufacturing, Wine, Beverage, Cellar, Machinist, or Mechanic.

Other Information

Time Base

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Emerging Occupations

Production Line Mechanics

Janitors and Cleaners Except Maids and Housekeeping Cleaners

Job Description

Janitors and Cleaners (except Maids and Housekeeping Cleaners) keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. OES 670050

Wages and Benefits

Non-Union Wages

	Low	Median	High
New Hires with No Experience	\$ 6.50	\$ 8.00	\$ 8.46
New Hires with Experience	7.00	8.25	11.51
3 Years + Experience with Firm	8.00	9.75	12.00

Union Wages

	Low	Median	High
New Hires with No Experience	\$ 9.09	\$ 9.58	\$ 10.55
New Hires with Experience	9.09	10.04	10.55
3 Years + Experience with Firm	10.21	11.63	12.20

Additional Compensation A few employers offered an annual bonus or a membership in business.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		20%	13%
Dental Insurance	53%	7%	7%	7%
Vision Insurance	60%	7%	7%	7%
Life Insurance	53%	7%		7%
Paid Sick Leave	73%	13%		7%
Paid Vacation	87%	20%	7%	7%
Retirement	27%		27%	20%

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

♦ New Positions	11%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	22%

Recruitment Methods

♦ Employee Referrals	73%
♦ Newspaper Ads	60%
♦ Walk-In Applicants	47%
♦ In-House Promotion or Transfer	40%

Size of Occupation

♦ Size of Employment	Very Large
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Gender make up of reported positions

♦ Male	78%
♦ Female	23%

Where the Jobs Are

Misc. Amusement, Recreation Service
Local Government and Schools
Wineries, Breweries, Hotels and Motels
Services to Buildings
A Wide Variety of Businesses

Janitors and Cleaners Except Maids and Housekeeping Cleaners

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower than Average

Almost all employers reported stable employment in this occupation during the last year and a few reported growth. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Verbal communication

Physical Abilities

Able to perform strenuous, physically demanding work

Flexibility

Willingness to work nights, weekends

Technical

Ability to operate floor polishing equipment
Window washing
Ability to shampoo carpets
Understanding of cleaning compounds and solutions

Other Qualifications

Ability to work independently
Possession of a valid driver's license

Projected New Skills

Painting, Electrical
General Handyman

Skills Needed for Advancement

Supervisory Skills
Knowledge of job requirements

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 40%
- ♦ High school or equivalent 60%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	13%	47%	40%
Training required	0%	7%	93%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Length of Training

A few firms required training prior to employment but did not specify the number of month.

Experience in other occupations

Many firms will accept experience in a related field such as Carpentry, Building Trades, and Housekeeping.

Other Information

Time Base

Full Time	73%	Temp/On Call	5%
Part Time	23%	Seasonal	0%

Laborers, Landscaping and Groundskeeping

Job Description

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons. OES 790410

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 6.50	\$8.00	\$8.00
New Hires with Experience:	6.00	8.00	10.00
3 Years + Experience with Firm:	9.00	11.50	18.00

Union

	Low	Median	High
New Hires with No Experience:	\$ 8.63	\$ 9.50	\$10.01
New Hires with Experience:	9.52	10.50	11.03
3 Years + Experience with Firm:	10.24	12.16	15.50

Additional Compensation Some non-union employers offered bonuses.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%		20%	
Dental Insurance	20%		20%	
Vision Insurance	20%		13%	
Life Insurance	20%		7%	
Paid Sick Leave	27%		7%	
Paid Vacation	60%		7%	
Retirement	13%		20%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 39.7%
- ♦ Growth: Much faster than average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	29%	14%
Inexperienced	7%	14%	14%	21%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 5%
- ♦ Employees Leaving 82%
- ♦ New Positions 3%
- ♦ Temporary Positions 10%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 47%
- ♦ High school or equivalent 53%

Laborers, Landscaping and Groundskeeping

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills

Physical Abilities

Ability to lift 10-50 pounds

Able to perform strenuous, physically demanding work

Able to stand continuously for 2 or more hours

Other Qualifications

Ability to work in a team environment

Ability to work independently

Able to work under pressure

Ability to perform routine, repetitive work

Possess good DMV driving record

Projected New Skills

Knowledge of sprinkler systems

Broad based use of power and hand tools

Knowledge of horticulture and landscaping

Recruitment

Surveyed employers report the following methods

♦ Newspaper Ads	60%
♦ Employee Referrals	53%
♦ Walk-In Applicants	33%
♦ Employment Development Department	33%
♦ Word of Mouth	27%
♦ In-House Promotion or Transfer	20%
♦ School, Program Referrals	13%
♦ Trade Journals	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	60%	0%
Training as substitute for experience	80%	0%	20%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Experience in other occupations

Many firms preferred 9 months experience in a related field such as Farm, Agriculture, Construction, Plant Management, Truck Driving, Mechanic.

Other Information

Where the Jobs Are

Landscape and Horticultural Service
Retail Nurseries and Garden Stores
Hotels and Motels
Public Facilities and Schools

Employment Type/Hours

Full Time	93%	Temp/On Call	2%
Part Time	2%	Seasonal	2%

Gender make up of reported positions are as follows:

♦ Male	98%
♦ Female	2%

Licensed Vocational Nurses

Job Description

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. OES 325050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 3.7%
- ◆ Growth: Slower than average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$9.00	\$12.47	\$15.00
New Hires with Experience	\$11.00	\$13.46	\$15.75
3 Yrs + Experience with Firm	\$11.50	\$15.00	\$16.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%	13%	33%	27%
Dental Insurance	47%	7%	13%	27%
Vision Insurance	40%	7%	20%	20%
Life Insurance	53%	13%		13%
Paid Sick Leave	87%	33%	7%	7%
Paid Vacation	93%	33%		7%
Retirement	33%	7%	20%	20%

Supply / Demand Assessment

Many employers reported stable and growth employment in this occupation during the last year. Many expect employment to remain stable and many expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	7%	7%	13%
Inexperienced	0%	13%	33%	27%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 10%
- ◆ Employees Leaving 62%
- ◆ New Positions 21%
- ◆ Temporary Positions 7 %

Education

Surveyed employers report the following education levels of recent hires

- ◆ High school or equivalent 60%
- ◆ Associate Degree 40%

Licensed Vocational Nurses

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

English grammar and spelling skills
Legible handwriting skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills
Able to learn continually

Physical Abilities

Ability to lift 10+ pounds
Pass a pre-employment medical exam
Able to stand continuously for 2 or more hours

Technical

Have a California LVN license
Trained in CPR and First Aid Techniques
Knowledge of Word Processing

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Clean and neat appearance

Projected New Skills

Nursing Skills
Computer skills
Good communication skills

Recruitment

Surveyed employers report the following methods

♦ Newspaper Ads	93%
♦ Employee Referrals	67%
♦ Walk-In Applicants	47%
♦ School, Program Referrals	27%
♦ In-House Promotion or Transfer	13%
♦ Internet	13%
♦ Employment Development Department	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	27%	60%	13%
Training as substitute for experience	31%	0%	69%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations

Most firms will accept 9 months experience in a related field such as Certified Nurse Assistant, Psychiatric Technician, Geriatric Care.

Other Information

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals and Clinics

Employment Type/Hours

Full Time	75%	Temp/On Call	3%
Part Time	22%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	8%
♦ Female	92%

Loan & Credit Clerks

Job Description

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Does not include Loan Interviewers. OES 531210

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$7.50	\$9.00
New Hires with Experience	\$5.75	\$9.25	\$12.09
3 Years+ Experience with Firm	\$6.26	\$10.50	\$15.53

Benefits

Who Pays	Employer		Share Cost		Employee	
	FT	PT	FT	PT	FT	PT
Medical Ins	30%		20%			
Dental Ins	30%		10%			
Vision Ins	10%					
Life Ins	30%		10%			
Sick Leave	40%				10%	
Vacation	50%	10%			10%	
Retirement	30%		20%		10%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Small
- ♦ Projected Job Growth Rate: 0.0%
- ♦ Growth: Remain Stable

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (6 Vacancies)

- ♦ Promotions 33%
- ♦ Employees Leaving 67%
- ♦ New Positions 0%
- ♦ Temporary Positions 0%

Loan & Credit Clerks

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	20%	60%	20%
Training as substitute for experience	38%	0%	63%

Firms requiring experience prefer an average of ten months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to sit continuously for 2 or more hours

Other Skills & Qualifications

Good English grammar & spelling skills

Legible handwriting skills

Reading & comprehension skills, listening skills

Verbal communication & speaking skills

Basic math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Ability to work in continually changing environment

Possess own vehicle and insurance

Have clean and neat appearance

Computer Skills

Word Processing, Spreadsheet, Database

Desktop Publishing

Loan Industry specific software

Projected New Skills

Data Entry

Accuracy

Adding Machine

Basic Office Skills

Education

Education of recent hires

- ♦ High school or equivalent 100%

Recruitment

Top three recruitment methods include the following

- ♦ Newspaper Advertisement
- ♦ Employee Referrals
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours

Full Time	88%	Temp/On Call	0%
Part Time	12%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 4%
- ♦ Female 96%

Where the Jobs Are

State Commercial Bank

Real Estate Agents & Managers

National Commercial Banks

Machinists

Job Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations. OES 891080

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$7.50	\$10.18
New Hires with Experience	\$6.00	\$10.75	\$18.00
3 Years+ Experience with Firm	\$8.00	\$13.83	\$20.00

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	57%		36%			
Dental Ins	50%		21%			
Vision Ins	29%		14%			
Life Ins	57%		7%			
Sick Leave	50%		7%			
Vacation	86%		7%			
Retirement	50%		21%			
Profit Sharing	7%					

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 12.5%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Many employers reported stable employment in this occupation during the last year. Some expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (22 Vacancies)

- ♦ Promotions 0%
- ♦ Employees Leaving 64%
- ♦ New Positions 27%
- ♦ Temporary Positions 9%

Machinists

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	50%	43%	7%
Training as substitute for experience	46%	0%	54%

Firms requiring experience prefer an average of twenty seven months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to lift at least 50 pounds
 Ability to perform strenuous, physically demanding work
 Ability to stand continuously for 2 or more hours
 Pass drug screening.

Flexibility

Willingness to work flexible hours
 Willingness to work more than 40 hours/week
 Be willing to participate in drug testing

Other Skills & Qualifications

Reading & comprehension skills
 Listening skills
 Verbal communication & speaking
 Ability to work effectively in teamwork environment
 Ability to work well independently & to learn continually
 Ability to work effectively under pressure
 Ability to perform routine, repetitive work
 Have good DMV driving record.

Technical Skills

Blueprint reading
 Familiar with lathe, mill and grinder
 Basic and advanced math

Computer Skills

Virtual Gibbs
 CNC Programs

Projected New Skills

CNC Programming

Education

Education of recent hires

- ♦ Less than high school 7%
- ♦ High school or equivalent 93%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ Word-of-Mouth

Other Information

Employment Type/Hours

Full Time	98%	Temp/On Call	1%
Part Time	1%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 95%
- ♦ Female 5%

Where The Jobs Are

Industrial Furnaces and Ovens
 Industrial Machinery
 General Industry Machinery

Maintenance Repairers - General Utility

Job Description

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors or stairs. OES 851320

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$8.00	\$8.55	\$12.20
New Hires with Experience	\$6.50	\$9.09	\$13.50
3 Yrs + Experience with Firm	\$9.00	\$11.87	\$18.00

Additional Compensation: A few employers offered bonuses.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	40%		47%	
Dental Insurance	33%		20%	
Vision Insurance	27%			
Life Insurance	27%		27%	
Paid Sick Leave	53%			
Paid Vacation	93%			
Retirement	13%		33%	

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 24.5%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year and some reported growth. Almost all expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	7%	33%	13%
Inexperienced	0%	7%	13%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 10%
- ♦ Employees Leaving 60%
- ♦ New Positions 30%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 13%
- ♦ High school or equivalent 87%

Maintenance Repairers - General Utility

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Able to learn continually
Verbal communication and speaking skills

Physical Abilities

Ability to lift 10-50 pounds
Able to perform strenuous, physically demanding work
Able to stand continuously for 2 or more hours

Technical

A variety of mechanical and construction skills
Computer skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Possess good DMV driving record
Able to work occasional periods of overtime

Projected New Skills

Hot Tub Maintenance
Machine and Engine Maintenance
Attention to detail

Emerging Occupations

More computer controlled devices to be serviced

Recruitment

Surveyed employers report the following methods

♦ Newspaper Ads	80%
♦ Employee Referrals	60%
♦ In-House Promotion or Transfer	47%
♦ Employment Development Department	33%
♦ Walk-In Applicants	27%
♦ School, Program Referrals	13%
♦ Internet	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	60%	40%	0%
Training as substitute for experience	80%	0%	20%

Length of Experience

Firms requiring experience prefer an average of 14 months experience in this occupation.

Experience in other occupations

Most firms will accept 11 months experience in specific trades such as Plumbing, Electrical, Carpentry.

Other Information

Where the Jobs Are

Sawmills and Planing Mills
Hotels and Motels
Elementary and Secondary Schools
Local Government
Logging
Real Estate Agents and Managers
Miscellaneous Business Services

Employment Type/Hours

Full Time	96%	Temp/On Call	0%
Part Time	4%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	99%
♦ Female	1%

Marketing, Advertising and Public Relations Managers

Job Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis. OES 130110

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 33.3%
- ◆ Growth: Much faster than average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.46	\$8.00	\$15.82
New Hires with Experience	\$7.77	\$13.00	\$21.58
3 Years+ Experience with Firm	\$9.02	\$16.19	\$23.44

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	40%		60%			
Dental Ins	40%		40%			
Vision Ins	20%		40%			
Life Ins	50%		30%			
Sick Leave	60%		10%			
Vacation	90%					
Retirement	40%		50%			
Other	10%					

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to grow over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (4 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 50%
- ◆ New Positions 50%
- ◆ Temporary Positions 0%

Marketing, Advertising and Public Relations Managers

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	70%	30%	0%
Training as substitute for experience	30%	0%	70%

Firms requiring experience prefer an average of fifteen months experience in this occupation. Some firms will accept one to three years bookkeeping experience.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Pass drug screening exam

Ability to sit continuously for 2 or more hours.

Flexibility

Willingness to work occasional overtime

Willingness to work weekends.

Other Skills & Qualifications

English grammar & spelling

Reading & comprehension, listening skills

Verbal communication & speaking skills

Ability to work effectively in team environment

Ability to work well independently

Ability to work in continually changing environment

Ability to learn continually

Ability to work under pressure

Possess own vehicle and insurance

Have clean & neat appearance

Basic math, legible handwriting skills

Possess good DMV driving record.

Computer Skills

Word processing, Spreadsheet

Database, Desktop Publishing

Projected New Skills

Design Knowledge

Education

Education of recent hires

- ♦ High school or equivalent 60%
- ♦ Bachelor degree 40%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ Trade Journals
- ♦ Employment Development Department

Other Information

Employment Type/Hours

Full Time	100%	Temp/On Call	0%
Part Time	0%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 33%
- ♦ Female 67%

Where The Jobs Are

Wineries

Department Stores

Eating Places

Junior Colleges

Medical Assistants

Job Description

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties. OES 660050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 22.2%
- ◆ Growth: Average

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$8.00	\$9.00
New Hires with Experience	\$7.00	\$10.00	\$12.00
3 Years+ Experience with Firm	\$9.00	\$11.00	\$13.00

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	60%	20%	7%	13%		
Dental Ins	33%	13%				
Vision Ins	20%					
Life Ins	20%					7%
Sick Leave	67%	40%				
Vacation	73%	40%				
Retirement	40%	13%			7%	7%
Bereavement		7%				

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Many expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

- ◆ Promotions 8%
- ◆ Employees Leaving 54%
- ◆ New Positions 23%
- ◆ Temporary Positions 15%

Medical Assistants

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	53%	40%	7%
Training as substitute for experience	50%	0%	50%

Firms requiring experience prefer an average of eight months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Excellent vision and hearing

Ability to stand continuously for 2 or more hours

Flexibility

Willingness to work part-time.

Other Skills & Qualifications

Good English grammar & spelling skills

Legible handwriting, Reading & comprehension skills

Listening skills

Verbal communication & speaking, basic math

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Have clean and neat appearance

Trained in CPR/First Aid.

Computer Skills

Word processing, Database, Industry Specific software

Projected New Skills

Sterilization Techniques, CPR/First Aide

Education

Education of recent hires

- ♦ Associate Degree 13%
- ♦ High school or Equivalent 87%

Recruitment

Top three recruitment methods include the following:

- ♦ Employee Referrals
- ♦ Newspaper Advertisement
- ♦ School, Program Referrals

Other Information

Employment Type/Hours

Full Time	53%	Temp/On Call	2%
Part Time	44%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 9%
- ♦ Female 91%

Where the Jobs Are

Offices & Clinics of Medical Doctor
Specialty Outpatient Clinics

Medical Secretaries

Job Description

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments. OES 551050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.00	\$7.50	\$9.50
New Hires with Experience	\$7.00	\$9.00	\$10.00
3 Yrs + Experience with Firm	\$7.50	\$10.24	\$15.00

Additional Compensation: A few employers give yearly bonuses.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	47%	7%	13%	7%
Dental Insurance	20%		13%	13%
Vision Insurance	13%	7%	7%	7%
Life Insurance	27%			
Paid Sick Leave	53%	13%	13%	7%
Paid Vacation	73%	20%	13%	
Retirement	33%	13%	27%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Medium
- ♦ Projected Job Growth Rate: 6.9%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	0%	7%	0%
Inexperienced	13%	7%	53%	13%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ Promotions 10%
- ♦ Employees Leaving 50%
- ♦ New Positions 10%
- ♦ Temporary Positions 30%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 7%
- ♦ High school or equivalent 93%

Medical Secretaries

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Command of the English language
Legible handwriting skills
Listening skills
Verbal communication and speaking skills
Basic math skills

Physical Abilities

Ability to sit continuously for 2 or more hours

Technical

Telephone answering skills
Word Processing skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Ability to perform routine, repetitive work
Able to work under pressure
Willingness to work occasional periods of overtime
Clean and neat appearance

Projected New Skills

Medical Knowledge
More computer knowledge

Emerging Occupations

Radiologic Technologists
Computerized Billing

Recruitment

Surveyed employers report the following methods

♦ Employee Referrals	87%
♦ Newspaper Ads	80%
♦ Walk-In Applicants	40%
♦ In-House Promotion or Transfer	13%
♦ Word of Mouth	13%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	13%	87%	0%
Training as substitute for experience	73%	0%	27%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations

Most firms will accept 6 months experience in a related field such as Medical Field, Bookkeeping/Secretarial.

Other Information

Where the Jobs Are

Offices & Clinics of Medical Doctors
Offices of Other Health Practitioners

Full Time	72%	Temp/On Call	4%
Part Time	23%	Seasonal	0%

Employment Type/Hours

Gender make up of reported positions are as follows:

♦ Male	2%
♦ Female	98%

Pharmacy Technicians

Job Description

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. OES 325180

Wages and Benefits

Non Union	Low	Median	High
New Hires No Experience	\$6.00	\$7.50	\$9.73
New Hires w/ Experience	\$7.00	\$10.00	\$10.60
3Years+Experience w/ Firm	\$11.00	\$12.14	\$15.00
Union	Low	Median	High
New Hires No Experience	\$8.00	\$10.50	\$11.50
New Hires w/ Experience	\$9.00	\$11.17	\$12.75
3Years+Experience w/ Firm	\$12.00	\$12.88	\$13.50

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	69%	23%	15%	8%		
Dental Ins	69%	23%	8%	8%		
Vision Ins	54%	15%	8%	8%	8%	
Life Ins	31%	15%				
Sick Leave	46%	15%				
Vacation	77%	15%				
Retirement	62%	23%	8%	8%		
Profit Sharing	8%					

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Small
- ◆ Projected Job Growth Rate: 0.0%
- ◆ Growth: Remain Stable

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced:

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

- ◆ Promotions 0%
- ◆ Employees Leaving 56%
- ◆ New Positions 44%
- ◆ Temporary Positions 0%

Pharmacy Technicians

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	31%	46%	23%
Training as substitute for experience	60%	0%	40%

Firms requiring experience prefer an average of ten months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Possess excellent hearing and vision, ability to stand continuously for 2 or more hours, pass drug screening exam and pre-employment medical exam.

Flexibility

Willingness to participate in drug testing
Willingness to work occasional overtime, weekends, and part-time.

Other Skills & Qualifications

Good English grammar & spelling skills
Legible handwriting
Reading & comprehension skills
Listening skills
Verbal communication & speaking skills
Basic math skills
Ability to work effectively in teamwork environment
Ability to work well independently
Ability to learn continually
Ability to work effectively under pressure
Ability to perform routine, repetitive work
Have clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Keyboard/Computer

Education

Education of recent hires

- ♦ Less than high school 8%
- ♦ High school or equivalent 92%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Employee Referrals
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours

Full Time	69%	Temp/On Call	0%
Part Time	31%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 3%
- ♦ Female 97%

Where the Jobs Are

Drug Stores
Proprietary Store

Plumbers, Pipefitters, and Steamfitters

Job Description

Plumbers, Pipefitters, and Steamfitters assemble, install, alter, and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems. OES 875020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.50	\$10.00	\$12.00
New Hires with Experience	\$9.00	\$13.00	\$20.00
3 Yrs + Experience with Firm	\$11.00	\$15.50	\$23.00

Additional Compensation A few employers offered an annual bonus.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	38%	13%		
Dental Insurance	25%			
Vision Insurance	13%			
Life Insurance	13%	13%		
Paid Sick Leave	13%			
Paid Vacation	50%	13%		
Retirement	13%		13%	13%

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	67%
♦ Employees Leaving	33%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Employee Referrals	88%
♦ Walk-In Applicants	63%
♦ Word of Mouth	38%
♦ In-House Promotion or Transfer	25%
♦ Newspaper Ads	25%

Size of Occupation

♦ Size of Employment	Small
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Gender make up of reported positions

♦ Male	96%
♦ Female	4%

Where the Jobs Are

Residential Building Construction
Nonresidential Building Construction
Plumbing
Agriculture & Rural Pumping Systems

Plumbers, Pipefitters, and Steamfitters

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, some reported growth and a few reported a decline. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions
Basic Math
Verbal communication

Physical Abilities

Ability to lift 10-50 pounds repeatedly
Able to perform strenuous, physically demanding work

Technical

Ability to inspect and evaluate the quality & condition of equipment
Troubleshooting
Pipefitting
Knowledge of materials, methods & appropriate tools
Ability to use and understand blueprints, drawings & models

Other Qualifications

Ability to work independently
Possess good DMV driving record

Projected New Skills

Ability to read blueprints
Electronics (More electronic circuit boards in products)
Learn about new products

Skills Needed for Advancement

Management, Business
Leadership - keep the crew coming back
Other Trade Skills

Education

Minimum education requirements reported by responding employers

- ♦ High school or equivalent 100%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	25%	63%	13%
Training required	13%	25%	63%

Length of Experience

Firms requiring experience prefer an average of 23 months experience in this occupation.

Length of Training

Firms requiring training report that 2 months of training are needed prior to employment.

Experience in other occupations

Most firms will accept 12 months experience in a related field such as Electrical, Carpentry, Welding, Mechanics, and Machinery Repair.

Other Information

Time Base

Full Time	92%	Temp/On Call	0%
Part Time	8%	Seasonal	0%

Emerging Occupations

Radiant Heating Installation
Water Treatment
Work with electronic circuit boards

Receptionists and Information Clerks

Job Description

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards. OES 553050

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$6.25	\$8.00	\$10.00
New Hires with Experience	\$6.50	\$8.68	\$11.00
3 Yrs + Experience with Firm	\$8.00	\$10.00	\$15.00

Benefits

Who Pays	Employer		Share Cost	
	Full Time	Part Time	Full Time	Part Time
Medical Insurance	63%	6%	13%	19%
Dental Insurance	31%	6%		13%
Vision Insurance	38%	6%		6%
Life Insurance	63%	19%	6%	6%
Paid Sick Leave	75%	38%		
Paid Vacation	88%	38%		
Retirement	19%	6%	27%	19%

A few employers offered bonuses, child care, or membership in business.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 31%
- ♦ Employees Leaving 38%
- ♦ Temporary Positions 15%
- ♦ Promotions 15%

Recruitment Methods

- ♦ Newspaper Ads 75%
- ♦ In-House Promotion or Transfer 44%
- ♦ Employee Referrals 44%
- ♦ Walk-In Applicants 44%
- ♦ Internet 19%
- ♦ Employment Development Department 19%

Size of Occupation

- ♦ Size of Employment: Very Large

Gender make up of reported positions

- ♦ Male 15%
- ♦ Female 85%

Where the Jobs Are

Individual and Family Services
Local Government and Schools
Offices and Clinics of Medical Doctors
A wide variety of businesses

Receptionists and Information Clerks

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Average

Most employers reported stable employment in this occupation during the last year, a few reported growth, and a few reported a decline. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Ability to communicate effectively orally and in writing

Physical Qualifications

Able to sit continuously for 2 or more hours

Technical Skills

Alphabetic and numeric filing

Ability to operate a multi-line command phone center

Customer Service

Telephone answering

Computer Skills

Work Processing required by almost all

Spreadsheet required by many

DataBase and Desktop Publishing required by some

Medical billing by a few

Other Qualifications

Legible handwriting

Ability to work effectively in a teamwork environment

Ability to work well independently

Ability to perform routine, repetitive work

Ability to work well under periods of high pressure

Good grooming

Projected New Skills

Medical Terminology

People skills, Customer Service

Detail orientation, Inventory

Skills Needed for Advancement

Organized, Flexibility, Reliability

Computer skills, Management skills

Interpersonal skills, Bookkeeping

Education

Minimum education requirements reported by responding employers

- ♦ Less Than High School 19%
- ♦ High school or equivalent 81%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	31%	44%	25%
Training required	0%	13%	88%

Length of Experience

Firms requiring experience prefer an average of 12 months experience in this occupation.

Length of Training

No firms required training prior to employment.

Experience in other occupations

Some firms will accept 9 months experience in a related field such as General Clerical, Customer Service, or work with phones or computers.

Other Information

Time Base

Full Time	52%	Temp/On Call	0%
Part Time	48%	Seasonal	0%

Registered Nurses

Job Description

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers. OES 325020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$15.45	\$18.61	\$21.31
New Hires with Experience	\$15.00	\$18.60	\$27.67
3 Yrs + Experience with Firm	\$15.45	\$22.00	\$31.91

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%	20%	40%	20%
Dental Insurance	47%	20%	33%	20%
Vision Insurance	33%	20%	20%	7%
Life Insurance	47%	20%	13%	
Paid Sick Leave	87%	47%		
Paid Vacation	87%	47%		
Retirement	27%	7%	27%	7%

Some employers offered a sign on bonus, higher wage for night shift, or mileage reimbursement.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	15%
♦ Employees Leaving	59%
♦ Temporary Positions	11%
♦ Promotions	15%

Recruitment Methods

♦ Newspaper Ads	87%
♦ Employee Referrals	67%
♦ Walk-In Applicants	27%
♦ Trade Journals or Internet	13%
♦ Employment Development Department	13%

Size of Occupation

♦ Size of Employment:	Very Large
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Gender make up of reported positions

♦ Male	7%
♦ Female	93%

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals and Clinics
Local Government and Schools

Registered Nurses

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Remain Stable

Most employers reported stable employment in this occupation during the last year, some reported growth and a few reported a decline. Many employers expect employment to remain stable, many expect to grow and a few to decline over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally and in writing

Physical Qualifications

Pass a pre-employment medical exam

Lift at least 20 pounds

Technical Skills

Case management and accurate record keeping

Counseling and risk assessment

Organizing work, setting priorities, meeting deadlines

Ability to communicate well with people from a variety of cultural backgrounds

Knowledge of cultural differences in health care

Ability to read and interpret professional documents

Associate degree from an accredited college or university in nursing

Valid Registered Nurse State License

Computer Skills

Work Processing required by some

Spreadsheet, Database required by a few

Other Qualifications

Ability to work cooperatively & effectively with others

Willingness to work occasional periods of overtime

Projected New Skills

Good rapport with staff

Work with disabled and elderly

CPR

Skills Needed for Advancement

Management, Supervisory skills

Further education, Long term care experience

Organization, Leadership

Education

Minimum education requirements reported by responding employers

- ♦ Associate Degree 67%
- ♦ Bachelor Degree 33%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	47%	53%	0%
Training required	79%	7%	14%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Length of Training

All firms require training of at least 24 months to obtain and RN license prior to employment.

Experience in other occupations

A few firms will accept experience in a related field such as LVN, Acute Care, or Medical Assistant as long as the RN training has been completed.

Other Information

Time Base

Full Time	58%	Temp/On Call	17%
Part Time	25%	Seasonal	0%

N.B. Some employers emphasized that they were experiencing a significant shortage of nurses.

Salespersons - Retail (Except Vehicle Sales)

Job Description

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers. OES 490112

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$6.50	\$8.50
New Hires with Experience	\$6.25	\$7.50	\$9.30
3 Yrs + Experience with Firm	\$6.50	\$9.00	\$12.00

Additional Compensation: A few employers offered commissions. Some employers give discounts.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	13%		67%	27%
Dental Insurance			67%	20%
Vision Insurance	7%	7%	40%	13%
Life Insurance	27%	7%	33%	13%
Paid Sick Leave	40%	13%	13%	7%
Paid Vacation	67%	20%	7%	7%
Retirement	7%	7%	73%	40%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 24.9%
- ♦ Growth: Faster than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	7%	7%
Inexperienced	13%	20%	33%	20%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 6%
- ♦ Employees Leaving 73%
- ♦ New Positions 7%
- ♦ Temporary Positions 14%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 40%
- ♦ High school or equivalent 60%

Salespersons - Retail (Except Vehicle Sales)

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Able to learn continually
Verbal communication and speaking skills
Basic math skills

Physical Abilities

Ability to lift 10 pounds
Able to stand continuously for 2 or more hours

Technical

Ability to make change

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Willingness to work weekends
Clean and neat appearance

Projected New Skills

Use of hand held scanner
In House Sales Training
Knowledge of products

Emerging Occupations

Emerging Technology

Recruitment

Surveyed employers report the following methods for recruiting employees

♦ Walk-In Applicants	60%
♦ Employee Referrals	47%
♦ Newspaper Ads	40%
♦ Word of Mouth, Networking	33%
♦ In-House Promotion or Transfer	70%
♦ Employment Development Department	20%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	13%	60%	27%
Training as substitute for experience	73%	0%	27%

Length of Experience

Firms requiring experience prefer an average of 11 months experience in this occupation.

Experience in other occupations

Most firms will accept 9 months experience in a related field such as Retail Sales, Cashier, Stocker, or knowledge of products being sold.

Other Information

Where the Jobs Are

Bakery Products
Miscellaneous Shopping Goods Stores
Department Stores
Eating and Drinking Places

Employment Type/Hours

Full Time	52%	Temp/On Call	4%
Part Time	44%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	37%
♦ Female	63%

Secretaries, Except Legal & Medical

Job Description

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. OES 551080

Wages and Benefits

Wages

Non-Union	Low	Median	High
New Hires No Experience	\$5.75	\$8.00	\$12.63
New Hires w/ Experience	\$6.75	\$9.89	\$12.63
3Years+Experience w/ Firm	\$8.00	\$10.80	\$13.99
Union	Low	Median	High
New Hires No Experience	\$8.00	\$8.35	\$9.56
New Hires w/ Experience	\$8.87	\$9.75	\$11.49
3Years+Experience w/ Firm	\$9.31	\$11.00	\$12.67

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	87%			7%	7%	7%
Dental Ins	80%	7%			7%	7%
Vision Ins	67%	7%			7%	7%
Life Ins	33%	7%				
Sick Leave	87%	20%				
Vacation	93%	20%				
Retirement	40%		27%	13%		
Profit Sharing	7%					

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 20.4%
- ♦ Growth: Average

Supply / Demand Assessment

Many employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (9 Vacancies)

- ♦ Promotions 33%
- ♦ Employees Leaving 11%
- ♦ New Positions 33%
- ♦ Temporary Positions 22%

Secretaries, Except Legal & Medical

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	20%	73%	7%
Training as substitute for experience	57%	0%	43%

Firms requiring experience prefer an average of fifteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Possess excellent hearing and vision

Ability to sit continuously for 2 or more hours

Pass pre-employment medical exam

Other Skills & Qualifications

Good English grammar & spelling skills

Legible handwriting

Reading & comprehension skills, listening skills

Verbal communication & speaking

Basic math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Ability to effectively delegate work and supervise staff

Ability to work in continually changing environment

Have clean and neat appearance

Computer Skills

Word processing, Spreadsheet

Database and Desktop Publishing

Projected New Skills

Bilingual (Spanish)

Organizational

Self-motivated

Education

Education of recent hires

- ♦ High school or equivalent 100%

Recruitment

Top three recruitment methods include the following:

- ♦ Newspaper Advertisement
- ♦ In-House Promotion or Transfer
- ♦ Employee Referrals

Other Information

Employment Type/Hours

Full Time	75%	Temp/On Call	2%
Part Time	23%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 0%
- ♦ Female 100%

Where the Jobs Are

Elementary & Secondary Schools

Local Government

Junior Colleges

A wide variety of businesses and agencies

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders

Job Description

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders operate or tend machines, such as filter presses, shaker screen, centrifuges, condenser tubes, precipitator tanks, fermenting tanks, evaporating tanks, scrubbing towers and batch stills, to extract, sort, or separate liquids, gases, or solid materials from other materials in order to recover a refined product or material. Does not include workers who operate equipment to control chemical changes or reactions. OES 929620

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$7.75	\$12.77
New Hires with Experience	\$7.50	\$9.50	\$12.77
3 Yrs + Experience with Firm	\$9.50	\$13.12	\$16.50

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	63%		38%	
Dental Insurance	25%		38%	
Vision Insurance	13%		38%	
Life Insurance	38%		13%	
Paid Sick Leave	50%			
Paid Vacation	100%			
Retirement	63%		25%	

Additional Compensation Some employers offered bonuses.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced		X	

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ New Positions 20%
- ♦ Employees Leaving 40%
- ♦ Temporary Positions 20%
- ♦ Promotions 20%

Recruitment Methods

- ♦ In-House Promotion or Transfer 75%
- ♦ Newspaper Ads 38%
- ♦ Employee Referrals 25%
- ♦ Walk-In Applicants 25%

Size of Occupation

- ♦ Size of Employment Medium

Gender make up of reported positions

- ♦ Male 100%
- ♦ Female 0%

Where the Jobs Are

Beverages

Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Much Faster Than Average

Most employers reported stable employment in this occupation during the last year, a few reported growth and a few reported a decline. All employers expect employment to remain stable over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Listening
Verbal communication

Physical Abilities

Able to stand continuously for 2 or more hours
Manual dexterity

Flexibility

Willingness to work occasional periods of overtime

Technical

Understands how to control and operate machines or processes involved with job
Equipment adjustments
Sample collection
Knowledge of safety and cleaning procedures
Inspecting equipment, structures or materials to identify causes of errors, problems or defects

Other Qualifications

Ability to work independently
Ability to perform routine, repetitive work
Ability to work in a teamwork environment

Computer Skills

Database skills are required by some
Word Processing by a few

Skills Needed for Advancement

Personnel management
Hard worker, Attitude, Seniority
Technical knowledge
Ability to communicate Instructions and follow-up

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 50%
- ♦ High school or equivalent 50%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required

Firms Reported	Yes	Preferred	No
Work experience required	25%	25%	50%
Training required	14%	14%	71%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Length of Training

Firms requiring training report that 3 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept experience in a related field such as Wine Making or Wine industry related.

Other Information

Time Base

Full Time	90%	Temp/On Call	5%
Part Time	0%	Seasonal	5%

Small Engine Specialists

Job Description

Small Engine Specialists repair and maintain the operating condition of non-automobile gasoline-powered internal combustion engines and the equipment powered by those engines. Includes repairers of outboard motors, snowmobiles, lawn mowers, and chainsaws. Does not include Motorcycle Repairers. OES 853280

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$8.00	\$10.00
New Hires with Experience	\$8.00	\$10.50	\$13.00
3 Yrs + Experience with Firm	\$8.00	\$12.25	\$13.00

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	25%		25%	13%
Dental Insurance	13%		13%	13%
Vision Insurance			13%	13%
Life Insurance		13%	13%	
Paid Sick Leave	13%	13%		
Paid Vacation	63%	13%		
Retirement			25%	13%

Additional Compensation Some employers offered an annual bonus or classes to upgrade skills.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced		X	
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

♦ New Positions	33%
♦ Employees Leaving	67%
♦ Temporary Positions	0%
♦ Promotions	0%

Recruitment Methods

♦ Newspaper Ads	63%
♦ Employment Development Department	63%
♦ Employee Referrals	38%
♦ Word of Mouth	25%

Size of Occupation

♦ Size of Employment	N/A
----------------------	-----

Gender make up of reported positions

♦ Male	95%
♦ Female	5%

Where the Jobs Are

Hardware Store
Agricultural and Garden Supply Stores
Equipment Rental Stores
Small Engine Repair Shops

Small Engine Specialists

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate N/A

Almost all employers reported stable employment in this occupation during the last year, and a few reported growth. Almost all employers expect employment to remain stable and a few to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Ability to read and follow directions

Physical Abilities

Manual dexterity

Technical

Ability to use service manuals

Engine diagnostic

Ability to repair gas engines

Troubleshooting

Accuracy

Computer Skills

Many employers have company software for ordering parts or invoicing.

Other Qualifications

Mechanical aptitude

Legible handwriting

Ability to work independently

Projected New Skills

People skills

Math

Microfiche

Electricity, Work with generators

Skills Needed for Advancement

Comprehension, Retention

Ability to handle people and sales

Mechanical skills

Education

Minimum education requirements reported by responding employers

- ♦ Less than High School 63%
- ♦ High School or equivalent 38%

Experience and Training

Percentage of responding employers who indicated

Firms Reported	Yes	Preferred	No
Work experience required	63%	25%	13%
Training required	0%	25%	75%

Length of Experience

Firms requiring experience prefer an average of 27 months experience in this occupation.

Length of Training

Some firms preferred training prior to employment, but did not specify the number of months.

Experience in other occupations

Some will accept 12 months experience in a related field such as Electrical, Auto Mechanics, any Mechanical Field.

Other Information

Time Base

Full Time	95%	Temp/On Call	0%
Part Time	5%	Seasonal	0%

Emerging Occupations

New Technology, Environmental Issues

Social Workers - Medical and Psychiatric

Job Description

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Includes Chemical Dependency Counselors. OES 273020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.22	\$14.35	\$23.50
New Hires with Experience	\$7.22	\$17.12	\$20.87
3 Yrs + Experience with Firm	\$8.64	\$19.26	\$25.37

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	67%	17%	25%	8%
Dental Insurance	67%	8%	25%	8%
Vision Insurance	42%	8%	25%	8%
Life Insurance	50%	8%	17%	
Paid Sick Leave	92%	25%		
Paid Vacation	92%	25%		
Retirement	33%		17%	17%

A few employers offered benefits for dependents or half of cost of fitness center membership.

Employment Trends

Supply and Demand

How difficult it is to find applicants

	Not Difficult	Moderately Difficult	Very Difficult
Experienced			X
Inexperienced			X

Where Vacancies Come From

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from

- ♦ New Positions 30%
- ♦ Employees Leaving 22%
- ♦ Temporary Positions 30%
- ♦ Promotions 19%

Recruitment Methods

- ♦ Newspaper Ads 83%
- ♦ Employee Referrals 33%
- ♦ Colleges/Universities 33%
- ♦ Trade Journals 25%
- ♦ Walk-In Applicants 17%

Size of Occupation

- ♦ Size of Employment: Large

Gender make up of reported positions

- ♦ Male 25%
- ♦ Female 75%

Where the Jobs Are

Nursing and Personal Care Facilities
Hospitals and Clinics
Individual and Family Services

Social Workers - Medical and Psychiatric

Projections

Projections

(Labor Market Information Division/EDD Occupational Projections 1997 - 2004)

- ♦ Projected Growth Rate Slower Than Average

Many employers reported stable employment in this occupation during the last year, some reported growth and a few reported a decline. Many employers expect employment to remain stable and many to grow over the next two years.

Employer Requirements

Skills, Licenses, and Other Requirements

Basic Skills

Communicating effectively orally and in writing

Physical Qualifications

Pass a pre-employment medical exam

Technical Skills

Record keeping

Knowledge of protective services for children and adults

Knowledge of family social work

Ability to apply complex rules and regulations

Ability to interview others for information

Computer Skills

Work Processing required by almost all

Spreadsheet required by some

Database required by a few

Other Qualifications

Understanding of a variety of cultures

Ability to work independently

Possession of a clean police record

Ability to handle crisis situations

Projected New Skills

Counseling

Geriatric Assessment

Skills Needed for Advancement

Supervisory skills

Management

Continuing education

Education

Minimum education requirements reported by responding employers

- ♦ High School or Equivalent 8%
- ♦ Associate Degree 8%
- ♦ Bachelor Degree 50%
- ♦ Graduate Study 33%

Experience and Training

Firms Reported	Yes	Preferred	No
Work experience required	58%	33%	8%
Training required	55%	0%	45%

Length of Experience

Firms requiring experience prefer an average of 23 months experience in this occupation.

Length of Training

Firms requiring training report that 24 months of training are needed prior to employment.

Experience in other occupations

Some firms will accept experience in a related field such as Social Work, Counseling, AODP (Alcohol and Other Drug Program) or Psychology .

Other Information

Time Base

Full Time	56%	Temp/On Call	11%
Part Time	33%	Seasonal	0%

Emerging Occupations

HIV, Diabetes Tracking and Prevention

N.B. Because Chemical Dependency Counselors are included in this occupation, there are two ranges of pay correlating to the amount of education of the employee.

Stock Clerks - Stockroom, Warehouse, Storage Yard

Job Description

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking. OES 580230

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 8.3%
- ◆ Growth: Slower than average

Wages and Benefits

Wages

Non-Union	Low	Median	High
New Hires No Experience	\$6.00	\$6.30	\$8.50
New Hires w/ Experience	\$6.00	\$7.00	\$8.50
3Years+Experience w/ Firm	\$7.00	\$8.50	\$16.88
Union	Low	Median	High
New Hires No Experience	\$8.70	\$8.70	\$8.70
New Hires w/ Experience	\$8.34	\$8.70	\$16.88
3Years+Experience w/ Firm	\$10.14	\$16.88	\$16.88

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	80%	20%	13%			
Dental Ins	73%	20%	7%			
Vision Ins	53%	13%	7%			
Life Ins	53%	7%				
Sick Leave	67%	13%				
Vacation	80%	27%				
Retirement	53%	13%			7%	
Profit Sharing	7%				7%	

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Most expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is moderately difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (28 Vacancies)

- ◆ Promotions 4%
- ◆ Employees Leaving 14%
- ◆ New Positions 46%
- ◆ Temporary Positions 36%

Stock Clerks - Stockroom, Warehouse, Storage Yard

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	27%	27%	47%
Training as substitute for experience	38%	0%	63%

Firms requiring experience prefer an average of sixteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Ability to lift at least 50 pounds

Ability to perform strenuous, physically demanding work

Ability to stand continuously for 2 or more hours

Pass drug screening exam

Pass pre-employment medical exam.

Flexibility

Willingness to work weekends, part-time, and nights

Willingness to work more than 40 hrs/week

Willingness to participate in drug testing.

Other Skills & Qualifications

Legible handwriting

Verbal communication & speaking skills

Basic math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Possess good DMV driving record

Have clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Purchasing, Inventory

Education

Education of recent hires

♦ Less than high school	20%
♦ High school or equivalent	73%
♦ Bachelor Degree	7%

Recruitment

Top three recruitment methods include the following:

- ♦ Walk-In Applicants
- ♦ Newspaper Advertisement
- ♦ In-House Promotion or Transfer

Other Information

Employment Type/Hours

Full Time	56%	Temp/On Call	0%
Part Time	44%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	59%
♦ Female	41%

Where the Jobs Are

Reconstituted Wood Products

Industrial Machinery

Lumber & Other Building Materials

Grocery Stores

Local Government

Teachers - Secondary School

Job Description

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities. OES 313080

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 19.9%
- ◆ Growth: Average

Wages and Benefits

Almost all of employers surveyed were Union employers

Employee Type	Low	Median	High
New Hires with No Experience	\$9.59	\$14.68	\$16.68
New Hires with Experience	\$14.29	\$14.86	\$17.19
3 Years+ Experience with Firm	\$15.16	\$16.30	\$19.18

Notes on Wages Union wages are calculated taking both level of education and years of experience into consideration. The low end of the scale is reflected above.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	73%		18%	45%
Dental Insurance	64%		18%	36%
Vision Insurance	64%		18%	36%
Life Insurance	45%			
Paid Sick Leave	91%	18%		27%
Paid Vacation	27%	9%		
Retirement	18%	18%	64%	27%

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced	0%	0%	9%	0%
Inexperienced	18%	9%	55%	9%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 0%
- ◆ Employees Leaving 81%
- ◆ New Positions 15%
- ◆ Temporary Positions 4%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Bachelor Degree 64%
- ◆ Graduate Study 36%

Teachers - Secondary School

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

English grammar, spelling and punctuation skills
Reading and comprehension skills
Listening skills
Verbal communication and speaking skills
Basic math skills

Technical

Teaching Credential
Word Processing skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Ability to work under periods of high pressure
Ability to learn continually

Projected New Skills

Psychology Studies
Knowledge of Policy and Laws

Emerging Occupations

Behavior Specialist Management

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Internet	73%
♦ Colleges/Universities	73%
♦ Newspaper Ads	64%
♦ School, Program Referrals	27%
♦ In-House Promotion or Transfer	18%
♦ Recruitment Fairs	9%
♦ Walk-In Applicants	9%
♦ Ads at Churches	9%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	9%	55%	36%
Training as substitute for experience	57%	0%	43%

Length of Experience

Firms requiring experience prefer an average of 21 months experience in this occupation.

Experience in other occupations

Many firms will accept 18 months experience in a related field such as Vocational Training..

Other Information

Where the Jobs Are

Public and Private Secondary Schools.

Employment Type/Hours

Full Time	95%	Temp/On Call	1%
Part Time	5%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	56%
♦ Female	44%

Teachers - Special Education

Job Description

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded. OES 313110

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Large
- ◆ Projected Job Growth Rate: 42.9%
- ◆ Growth: Much faster than average

Wages and Benefits

Wages

Employee Type Union	Low	Median	High
New Hires with No Experience	\$10.55	\$13.12	\$15.34
New Hires with Experience	\$11.02	\$14.13	\$17.53
3 Years+ Experience with Firm	\$12.14	\$15.31	\$19.18

Benefits

Who Pays	Employer		Share Cost		Employee	
Time Base	FT	PT	FT	PT	FT	PT
Medical Ins	80%		20%	20%		
Dental Ins	80%		20%	20%		
Vision Ins	80%		20%	20%		
Life Ins	30%		20%	20%		
Sick Leave	80%		20%	20%		
Vacation	60%	10%	20%	10%		
Retirement	40%		50%	10%	10%	
Other				8%		

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable over the next two years.

How difficult is it to find applicants?

Experienced

Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced

Employers report it is very difficult to find inexperienced applicants.

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from: (12

- ◆ Promotions 8%
- ◆ Employees Leaving 58%
- ◆ New Positions 33%
- ◆ Temporary Positions 0%

Teachers - Special Education

Experience and Training

Work Experience and Training

Firms Reported	Always	Preferred	Never
Work experience required	30%	70%	0%
Training as substitute for experience	10%	0%	90%

Firms requiring experience prefer an average of nineteen months experience in this occupation.

Qualifications / Skills

Very Important Qualifications for Job Entry

Physical Qualifications

Possess excellent hearing and vision

Ability to stand continuously for 2 or more hours.

Flexibility

Willingness to participate in drug testing.

Other Skills & Qualifications

Good English grammar & spelling skills

Legible handwriting

Reading & comprehension skills

Listening skills

Verbal communication & speaking skills

Basic math skills

Ability to work effectively in teamwork environment

Ability to work well independently

Ability to learn continually

Ability to work effectively under pressure

Ability to perform routine, repetitive work

Ability to work in continually changing environment

Ability to effectively delegate work and supervise staff

Trained in CPR and first aid techniques

Have clean and neat appearance.

Computer Skills

Word processing, Spreadsheet, Database

Projected New Skills

Animal Handling/Grooming

Customer Service

Management

Education

Education of recent hires

- ♦ Bachelor degree 60%
- ♦ Graduate study 40%

Recruitment

Top three recruitment methods include the follow-

- ♦ Colleges/Universities
- ♦ Newspaper Advertisement
- ♦ Internet

Other Information

Employment Type/Hours

Full Time	91%	Temp/On Call	0%
Part Time	9%	Seasonal	0%

Gender make up of reported positions are as follows:

- ♦ Male 21%
- ♦ Female 79%

Where the Jobs Are

Elementary and Secondary Schools

Traffic, Shipping, and Receiving Clerks

Job Description

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking. OES 580280

Wages and Benefits

Non-Union

	Low	Median	High
New Hires with No Experience:	\$ 5.75	\$7.00	\$10.00
New Hires with Experience:	6.25	8.24	11.75
3 Years + Experience with Firm:	8.00	9.79	13.20

Union

	Low	Median	High
New Hires with No Experience:	\$ 8.25	\$ 8.77	\$ 8.88
New Hires with Experience:	7.50	8.64	8.88
3 Years + Experience with Firm:	8.50	12.65	16.88

Additional Compensation: A few non union employers offered bonuses.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	27%	7%	73%	
Dental Insurance	20%	7%	80%	
Vision Insurance	13%	7%	53%	
Life Insurance	73%	7%	27%	
Paid Sick Leave	60%	7%	7%	
Paid Vacation	100%	7%		
Retirement	40%	7%	53%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Large
- ♦ Projected Job Growth Rate: 19.1%
- ♦ Growth: Average

Supply / Demand Assessment

Most employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable and many expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	7%	7%	20%	7%
Inexperienced	0%	27%	20%	13%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 22%
- ♦ Employees Leaving 67%
- ♦ New Positions 11%
- ♦ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 27%
- ♦ High school or equivalent 73%

Traffic, Shipping, and Receiving Clerks

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills
Verbal communication and speaking skills

Physical Abilities

Ability to lift 10-50 pounds
Able to stand continuously for 2 or more hours
Pass a drug screening exam
Willingness to participate in drug testing

Other Qualifications

Ability to work in a team environment
Ability to work independently
Able to work under pressure
Ability to perform routine, repetitive work
Ability to learn continually

Projected New Skills

In House Computer Program
Math skills
General computer knowledge

Emerging Occupations

More Computer Based Stock Management
Emerging Technology

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Newspaper Ads	64%
♦ Walk-In Applicants	64%
♦ Employee Referrals	64%
♦ In-House Promotion or Transfer	27%
♦ Employment Development Department	27%
♦ Private Employment Agencies	27%
♦ Word of Mouth, Clubs and Churches	18%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	40%	20%
Training as substitute for experience	75%	0%	25%

Length of Experience

Firms requiring experience prefer an average of 10 months experience in this occupation.

Experience in other occupations

Many firms preferred 7 months experience in a related field such as Stocker, Sales, Cashier, Retail, Accounting.

Other Information

Where the Jobs Are

Grocery Stores
Trucking and Courier Services
Large Retail Stores
Manufacturing Businesses
Mail Order Businesses

Employment Type/Hours

Full Time	93%	Temp/On Call	0%
Part Time	7%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	71%
♦ Female	29%

Truck Drivers - Heavy or Tractor Trailer

Job Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks. OES 971020

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$7.00	\$10.65	\$14.00
New Hires with Experience	\$8.50	\$11.38	\$14.38
3 Yrs + Experience with Firm	\$10.00	\$13.25	\$15.45

Additional Compensation A few employers offered bonuses.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	25%	6%	56%	
Dental Insurance	25%	6%	38%	
Vision Insurance	25%		19%	
Life Insurance	38%		13%	
Paid Sick Leave	25%			
Paid Vacation	63%			
Retirement	19%		31%	6%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupation Size: Very Large
- ♦ Projected Job Growth Rate: 15.2%
- ♦ Growth: Slower than average

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year. Almost all expect employment to remain stable and a few expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	13%	6%	6%	44%
Inexperienced	0%	19%	13%	0%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ♦ Promotions 4%
- ♦ Employees Leaving 69%
- ♦ New Positions 17%
- ♦ Temporary Positions 10%

Education

Surveyed employers report the following education levels of recent hires

- ♦ Less than high school 63%
- ♦ High school or equivalent 38%

Truck Drivers - Heavy or Tractor Trailer

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills

Physical Abilities

Ability to lift 10-50 pounds

Possess excellent vision

Able to sit continuously for 2 or more hours

Able to use abdominal/lower back muscles repeatedly

Pass a pre-employment medical exam

Pass a drug screening exam

Technical

Possession of a valid Class A driver's license

Possession of a valid Class B driver's license

Other Qualifications

Ability to work independently

Possess good DMV driving record

Willingness to work more than 40 hours/week

Willingness to work weekends

Willingness to participate in drug testing

Projected New Skills

Use of cellular phone

Truck knowledge

Experience with mountain roads

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Employee Referrals	69%
♦ Walk-In Applicants	63%
♦ Newspaper Ads	56%
♦ Employment Development Department	38%
♦ In-House Promotion or Transfer	13%
♦ Private Employment Agencies	6%
♦ School, Program Referrals	6%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	69%	31%	0%
Training as substitute for experience	50%	0%	50%

Length of Experience

Firms requiring experience prefer an average of 26 months experience in this occupation.

Other Information

Where the Jobs Are

Logging

Trucking and Courier Services

Petroleum and Petroleum Products

Lumber and other building materials

Agriculture Products

Employment Type/Hours

Full Time	67%	Temp/On Call	0%
Part Time	1%	Seasonal	32%

Gender make up of reported positions are as follows:

♦ Male	99%
♦ Female	1%

Truck Drivers, Light - Include Delivery and Route Workers

Job Description

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales. OES 971050

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Very Large
- ◆ Projected Job Growth Rate: 15.0%
- ◆ Growth: Slower than average

Wages and Benefits

Non Union

	Low	Median	High
New Hires with No Experience:	\$ 5.75	\$7.00	\$8.00
New Hires with Experience:	6.00	8.50	14.38
3 Years + Experience with Firm:	6.50	10.75	15.00

Union

	Low	Median	High
New Hires with No Experience:	\$ 6.66	\$ 14.18	\$ 15.00
New Hires with Experience:	6.66	14.18	15.00
3 Years + Experience with Firm:	7.84	17.00	22.65

Additional Compensation A few non-union employers offered bonuses or commissions.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	19%		50%	6%
Dental Insurance	19%		44%	
Vision Insurance	13%		25%	
Life Insurance	31%		25%	6%
Paid Sick Leave	31%	6%	6%	
Paid Vacation	69%	6%		
Retirement	38%		38%	6%

Supply / Demand Assessment

Almost all employers reported stable employment in this occupation during the last year and a few reported growth. Most expect employment to remain stable and some expect to grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	0%	13%	13%
Inexperienced	13%	13%	19%	25%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 4%
- ◆ Employees Leaving 88%
- ◆ New Positions 8%
- ◆ Temporary Positions 0%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 31%
- ◆ High school or equivalent 69%

Truck Drivers, Light - Include Delivery and Route Workers

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Listening skills

Verbal communication and speaking skills

Physical Abilities

Ability to lift 10-50 pounds

Able to sit continuously for 2 or more hours

Able to perform strenuous, physically demanding work

Pass a drug screening exam

Technical

Possession of a valid California drivers license

Over 18 years of age

Other Qualifications

Ability to work in a team environment

Ability to work independently

Able to work under pressure

Ability to perform routine, repetitive work

Clean and neat appearance

Willingness to work occasional periods of overtime

Possess good DMV driving record

Projected New Skills

Mechanical skills

Use of cellular phones

Math to verify loads

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Walk-In Applicants	67%
♦ Newspaper Ads	60%
♦ Employee Referrals	60%
♦ In-House Promotion or Transfer	20%
♦ Word of Mouth, Appearance	13%
♦ Private Employment Agencies	13%
♦ Employment Development Department	13%
♦ Federal Register for Post Office	6%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	31%	38%	31%
Training as substitute for experience	64%	0%	36%

Length of Experience

Firms requiring experience prefer an average of 17 months experience in this occupation.

Other Information

Where the Jobs Are

Trucking and Courier Services

Lumber and Related Products

Retail Stores

Fuel Dealers

Groceries and Related Products

Misc. Equipment Rental and Leasing

Employment Type/Hours

Full Time	94%	Temp/On Call	2%
Part Time	4%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	87%
♦ Female	13%

Welders and Cutters

Job Description

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints. OES 939140

Wages and Benefits

Wages

Employee Type	Low	Median	High
New Hires with No Experience	\$5.75	\$8.00	\$9.68
New Hires with Experience	\$8.00	\$10.00	\$12.89
3 Yrs + Experience with Firm	\$11.00	\$14.00	\$18.00

Additional Compensation: A few employers offer an across the board bonus once a year and others offer profit sharing.

Benefits

Who Pays	Employer		Share Cost	
Time Base	Full Time	Part Time	Full Time	Part Time
Medical Insurance	53%		33%	7%
Dental Insurance	20%		27%	
Vision Insurance	7%		20%	
Life Insurance	47%		7%	
Paid Sick Leave	53%			
Paid Vacation	93%	7%	7%	
Retirement	33%		33%	7%

Employment Trend / Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupation Size: Medium
- ◆ Projected Job Growth Rate: 5.6%
- ◆ Growth: Slower than average

Supply / Demand Assessment

Most employers reported stable or growing employment in this occupation during the last year. Most expect employment to remain stable or grow over the next two years.

How difficult is it to find applicants?

	Not Difficult	A Little Difficult	Somewhat Difficult	Very Difficult
Experienced	0%	8%	15%	23%
Inexperienced	8%	8%	15%	23%

Where Vacancies come from

Vacancies that occurred in this occupation and were filled within the last 12 months resulted from:

- ◆ Promotions 10%
- ◆ Employees Leaving 67%
- ◆ New Positions 19%
- ◆ Temporary Positions 85%

Education

Surveyed employers report the following education levels of recent hires

- ◆ Less than high school 40%
- ◆ High school or equivalent 60%

Welders and Cutters

Qualifications / Skills

Very Important Qualifications for Job Entry

Basic Skills

Basic math skills
Listening skills
Able to learn continually

Physical Abilities

Ability to lift 10-50 pounds
Perform strenuous physical, demanding work
Ability to use abdominal/lower back muscles repeatedly
Ability to stand continuously for 2 hours or more

Technical

Knowledge of blueprint reading, welding, machine tools
Good at math and measuring
Precision and problem solving skills

Other Qualifications

Willingness to work in a team environment
Ability to work independently
Able to work under pressure
Willingness to work occasional periods of overtime
Willingness to participate in drug testing

Projected New Skills

All kinds of welding including new techniques
Knowledge of drafting and machine tools

Emerging Occupations

Metal Building Assembler
Robotics

Recruitment

Surveyed employers report the following methods for recruiting employees:

♦ Newspaper Ads	57%
♦ Employee Referrals	43%
♦ Walk-In Applicants	36%
♦ Employment Development Department	29%
♦ Word of Mouth / Other Contractors	21%
♦ In-House Promotion or Transfer	21%
♦ School, Program Referrals	7%

Experience and Training

Percentage of responding employers who indicated training or related work experience was required.

Firms Reported	Always	Preferred	Never
Work experience required	40%	60%	0%
Training as substitute for experience	67%	0%	33%

Length of Experience

Firms requiring experience prefer an average of 16 months experience in this occupation.

Experience in other occupations

Most firms will accept 8 months experience in a related field such as Millwright, Carpentry, Fabrication, Mechanics, or Machinist.

Other Information

Where the Jobs Are

Miscellaneous Durable Goods
Motorcycle, Bicycles, and Parts
Metal Forgings and Stampings

Employment Type/Hours

Full Time	95%	Temp/On Call	0%
Part Time	5%	Seasonal	0%

Gender make up of reported positions are as follows:

♦ Male	99%
♦ Female	1%

INDEX OF OCCUPATIONS PROFILED (1990 - 2001)

If you would like a copy of an occupation listed that was profiled prior to 1999, please contact the MPIC, Inc. at (707) 468-1196.

♦ Indicates that the occupation was profiled in 2001

OCCUPATION	YEAR	YEAR	YEAR	YEAR
♦ Accountants and Auditors	1992	1995	1998	2001
♦ Administrative Services Managers	2001			
Agricultural Sales Workers	1994			
Animal Caretakers - Except Farm	1992	1999		
♦ Automotive Mechanics	1990	1993	1996	2001
Automotive Body & Related Repairers	1990	1993	1997	2000
Bakers - Bread and Pastry	1992	1996	2000	
Bartenders	1991	1995	2000	
Billing, Cost, and Rate Clerks	1994	1999		
Bookkeeping, Accounting, and Auditing Clerks	1990	1993	1997	2000
Bus and Truck Mechanics and Diesel Engine Specialists	1994	1999		
Butchers and Meat Cutters	1992	1995	1999	
Carpenters	1991	1994	2000	
Cashiers	1990	1993	1997	2000
Cellar Supervisors	1993			
♦ Child Care Workers	1993	1996	1998	2001
Choke Setters	1993			
♦ Computer Programmers, Including Aides	1993	2001		
♦ Computer Support Specialists	1997	2001		
Cooks - Restaurants	1990	1994	1999	
Cooks - Specialty Fast Food	1992	1997		
Counter and Rental Clerks	1992	1996	2000	
♦ Dental Assistants	1990	1994	1997	2001
Dental Hygienists	1992	1995	1998	
Dietetic Technicians	1995			
♦ Drafters	1994			
Driver/Sales Workers	1991	1995	1999	
Electrical and Electronic Assemblers	1991			

INDEX OF OCCUPATIONS STUDIED (1990 - 2001)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
Emergency Medical Technicians I	1998			
Emergency Medical Technicians - Paramedic	1998			
Fallers and Buckers	1993			
Financial Managers	1993	1999		
♦ Firefighters	1993	1997	2001	
First Line Supervisors and Managers/Supervisors Sales and Related Occ's	1992	1996		
First Line Supervisors - Agricultural, Forestry, Fishing	1992	1996		
First Line Supervisors and Manager/Supervisors - Clerical and Admin Occ's	1993	1999		
First Line Supervisors and Manager/Sup's - Production and Operating Workers	1993	1999		
First Line Supervisors/Managers - Construction Trade and Extractive Workers	1994	1999		
First Line Supervisors/Managers of Mechanics, Installers and Repairers	1993	1999		
Food Preparation Workers	1991	1996	2000	
♦ Food Service Managers	1991	1996	2001	
Gardeners, Groundskeepers	1990	1993	1997	
General Office Clerks	1990	1993	1996	2000
Guards and Watch Guards	1993	1998		
Hairdressers, Hairstylists, and Cosmetologists	1992	1998		
Hand Packers and Packagers	1998			
Helpers - Carpenter and Related	1991			
Home Appliance and Power Tool Repairers	1991			
♦ Home Health Aides	1998	2001		
Host, Hostesses - Restaurant, Lounge or Coffee Shop	1992			
Hotel Desk Clerks	1991	1997		
Housekeeper Supervisors	1998			
♦ Human Service Workers	1996	2001		
♦ Industrial Production Managers	1995	2001		
Instructional Aides	1991	1993	1996	
Insurance Policy Processing Clerks	1992			
♦ Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1990	1995	1998	2001
Laborers, Landscaping & Groundskeeping	2000			
Legal Secretaries	1990	1993	1997	

INDEX OF OCCUPATIONS STUDIED (1990 - 2001)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
Licensed Vocational Nurses	1990	1993	1996	2000
Loan and Credit Clerks	1992	1995	1999	
Lodging Managers	1991			
Log Handling Equipment Operators	1993			
Machinery Maintenance Workers	1991			
Machinists	1990	1993	1999	
Maids and Housekeeping Cleaners	1991	1998		
Maintenance Repairers, General Utility	1991	1996	2000	
Managers, Office (Any Industry)	1997			
Marketing, Advertising, Public Relations Managers	1993	1999		
Medical Assistants	1990	1993	1999	
Medical Clinical Lab Assistants	1994			
Medical Clinical Lab Technicians	1994			
Medical Secretaries	1990	1993	1997	2000
Numerical-Control Machine - Tool Operators and Tenders	1996			
Nurse Practitioners	1998			
Nursery Workers	1991	1994		
Nurses Aides	1990	1993	1997	
Operating Engineers	1991			
Opticians - Dispensing and Measuring	1995			
Order Clerks - Materials, Merchandise, and Service	1992			
Paralegal Personnel	1995			
Patient Insurance Clerks	1992			
Paving, Surfacing, and Tamping Equipment Operators	1991			
Pharmacy Technicians	1995	1999		
Physical Therapy Aides	1998			
Physical Therapy Assistants	1998			
♦ Plumbers, Pipefitters, and Steamfitters	1995	2001		
Police Patrol Officers	1993	1997		
Purchasing Managers	1994			
♦ Receptionists and Information Clerks	1992	1997	2001	

INDEX OF OCCUPATIONS STUDIED (1990 - 2001)

OCCUPATION	YEAR	YEAR	YEAR	YEAR
♦ Registered Nurses	1991	1995	1998	2001
Salespersons, Parts	1990	1993	1997	
Salesperson, Retail - Except Vehicle Sales	1990	1993	1997	2000
Secretaries, Except Legal and Medical	1991	1994	1999	
♦ Separating, Filtering, Clarifying, Precipitating, and Still Machine Operators and Tenders	2001			
Sheet Metal Workers	1990	1996		
♦ Small Engine Specialist	2001			
Social Service Technicians	1991			
♦ Social Workers - Medical and Psychiatric	1992	2001		
Stock Clerks - Stockroom, Warehouse, Storage Yard	1992	1995	1999	
Stock Clerks - Sales Floor	1992	1995	1998	
Substance Abuse Counselors	1995			
Survey and Mapping Technicians and Technologists	1992			
Teachers - Elementary School	1996			
Teachers - Kindergarten	1994	1998		
Teachers - Preschool	1990	1994	1998	
Teachers - Secondary School	2000			
Teachers - Special Education	1995	1999		
Tellers	1990			
Traffic, Shipping and Receiving Clerks	1993	1996	2000	
Travel Agents	1998			
Truck Drivers, Heavy or Tractor Trailer	1990	1996	2000	
Truck Drivers, Light - Includes Delivery and Route Workers	1992	1997	2000	
Typist/Word Processing Machine Operators	1992			
Veterinary Assistants	1998			
Veterinary Technicians and Technologists	1995			
Welders and Cutters	1991	1994	1996	2000
Welfare Eligibility Workers and Interviewers	1994			
Wine Fermenters	1993			

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: 325180 PHARMACY TECHNICIANS		
Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation?	Number of Employees: _____	
b. In this occupation, how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation, how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation, is prior experience in this occupation required? If yes or preferred, how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)	
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)	
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).			
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study </div>			
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.	
<ul style="list-style-type: none"> New hires, no experience (trained or untrained): New hires who are experienced: Experienced employees after 3 years with your firm: <div style="text-align: center; margin-top: 10px;"> <i>(Please check one)</i> </div>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year </div>	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year </div>	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:			
	<u>Employer Pays All</u> <u>Share Cost</u> <u>Employee Pays All</u> <u>Not Provided</u>		
	FT PT	FT PT	FT PT FT PT
<i>Medical Insurance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Dental Insurance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Vision Insurance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Life Insurance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Sick Leave</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Vacation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Retirement Plan</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Child Care</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Other (Please Specify):</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____
b. What skills are important for career advancement? _____			
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)			
Specify software names: <input type="checkbox"/> None			
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____ </div>			
17. What other new skills are needed to perform the duties of this occupation? _____			
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> EDD <input type="checkbox"/> School/program referrals <input type="checkbox"/> Private employment agencies </div> <div style="width: 30%;"> <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Trade journals </div> <div style="width: 30%;"> <input type="checkbox"/> Internet <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> Employee referrals <input type="checkbox"/> Other (Please specify): _____ </div> </div>			
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:			<input type="checkbox"/> Yes <input type="checkbox"/> No _____
Would you like to receive a complimentary copy of the survey results for this occupation?			<input type="checkbox"/> Yes <input type="checkbox"/> No

20. The following is a list of qualifications that may or may not be important for job entry into this occupation. Please indicate the degree of importance for each qualification, using the following sliding scale of 1 – 4:
Not Important = 1 2 3 4 = Very Important

Physical Qualifications

- ☐ Pass a pre-employment medical exam
- ☐ Pass a drug screening exam
- ☐ Possess excellent hearing
- ☐ Possess excellent vision
- ☐ Lift at least 10 lbs
- ☐ Lift at least 50 lbs
- ☐ Able to perform strenuous, physically demanding work
- ☐ Able to use abdominal/lower back muscles repeatedly
- ☐ Able to sit continuously for 2 or more hours
- ☐ Able to stand continuously for 2 or more hours

Flexibility

- ☐ Willingness to work nights
- ☐ Willingness to work weekends
- ☐ Willingness to work part-time
- ☐ Willingness to work on-call
- ☐ Willingness to work on a temporary basis
- ☐ Willingness to work on a seasonal basis
- ☐ Willingness to work more than 40 hours/week
- ☐ Willingness to work occasional periods of overtime
- ☐ Willingness to work overtime on a regular basis
- ☐ Willingness to participate in drug testing

Other Skills and Qualifications

- ☐ English grammar and spelling skills
- ☐ Legible handwriting skills
- ☐ Reading and comprehension skills
- ☐ Listening skills
- ☐ Verbal communication and speaking skills
- ☐ Basic math skills
- ☐ Advanced math skills
- ☐ Fluent bilingual skills (specify languages below)
- ☐ Semi-fluent bilingual skills (specify language below)
Bilingual language(s): _____
- ☐ Ability to work effectively in a teamwork environment
- ☐ Ability to work well independently
- ☐ Ability to effectively delegate work and supervise staff
- ☐ Ability to perform routine, repetitive work
- ☐ Ability to work in continually changing environments
- ☐ Ability to learn continually
- ☐ Ability to work effectively under periods of high pressure
- ☐ Trained in CPR and First Aid techniques
- ☐ Possess good DMV driving record
- ☐ Possess own vehicle and insurance
- ☐ Clean and neat appearance

21. Would you like to know more about MPIC services?
☐ Yes ☐ No

Thank you for your participation in the CCOIS program!

TRAINING AVAILABLE IN MENDOCINO COUNTY FOR OCCUPATIONS PROFILED IN 2001

The following contains information on training available in Mendocino County for the occupations profiled in this report in 2001.

An earnest effort was made to include all occupational training sources in the survey area for the occupations profiled. However, if a provider did not respond after three attempts, the training provider was not included in the listing.

Program listings include the site of training, address, telephone number, general and special needs services, average length of training or units needed to complete training and what is received upon completion.

Data for this listing was collected and updated in Spring and Fall of 2001. Educational program information changes frequently so users should contact individual training providers directly for information updates.

OCCUPATION

TRAINING PROVIDER

♦ Accountants and Auditors	⇒ Mendocino Community College ⇒ Regional Occupational Program (ROP) ⇒ Link Career Center ⇒ PC General
♦ Administrative Services Managers	⇒ Mendocino Community College ⇒ College of the Redwoods ⇒ ROP
♦ Automotive Mechanics	⇒ Mendocino Community College ⇒ ROP
♦ Child Care Workers	⇒ Mendocino Community College ⇒ College of the Redwoods
♦ Computer Programmers, Including Aides	⇒ Mendocino Community College
♦ Computer Support Specialists	⇒ Mendocino Community College ⇒ College of the Redwoods ⇒ ROP ⇒ PC General

OCCUPATION (Continued)

- ♦ Drafters
- ♦ Firefighters
- ♦ Food Service Managers
- ♦ Home Health Aides
- ♦ Human Service Workers
- ♦ Industrial Production Managers
- ♦ Reception and Information Clerks
- ♦ Small Engine Specialists
- ♦ Social Workers, Medical and Psychiatric

TRAINING PROVIDER (Continued)

- ⇒ Mendocino Community College
- ⇒ ROP
- ⇒ Mendocino Community College
- ⇒ ROP
- ⇒ Mendocino Community College
- ⇒ College of the Redwoods
- ⇒ ROP
- ⇒ Mendocino Community College
- ⇒ ROP
- ⇒ Mendocino Community College
- ⇒ College of the Redwoods
- ⇒ ROP
- ⇒ Link Career Center
- ⇒ PC General
- ⇒ Ukiah High School
- ⇒ Mendocino Community College
- ⇒ College of the Redwoods

Disclaimer: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

MENDOCINO COLLEGE

1000 Hensley Creek Road

Ukiah, CA 95482

Telephone: (707) 468-3101

Internet: <http://www.mendocinocollege.com>

ACCOUNTING

Occupation Profiled: Accountants and Auditors

Available Services

- ◆ Financial Aid Assistance
- ◆ Counseling Services
- ◆ Career Development
- ◆ VA Approved
- ◆ Child Care
- ◆ Job Placement

Business Accounting Certificate

- Average time to complete program 20 Certificate Units
- Open entry, Open exit N/A
- Received upon completion Certificate

Accounting, Associate of Science Degree

- Average time to complete program 60 Units
- Open entry, Open exit N/A
- Received upon completion AS Degree

BUSINESS

Occupations Profiled: Administrative Service Manager

Food Service Manager

Industrial Production Manager

Available Services

- ◆ Same as Above

Business Management, Certificate

- Average time to complete program 19 Certificate Units
- Open entry, Open exit N/A
- Received upon completion Certificate

Business Management, Associate of Science Degree

- Average time to complete program 60 Units
- Open entry, Open exit N/A
- Received upon completion Degree

Business Administration, Associate of Science Degree

- Average time to complete program 60 Units
- Open entry, Open exit N/A
- Received upon completion Degree

AUTOMOTIVE

Occupation Profiled: Automotive Mechanics

Available Services

- ◆ Same as above

Automotive Tune-Up & Electrical Specialist, Certificate

- Average time to complete program 23.5 Certificate Units
- Open entry, Open exit N/A
- Received upon completion Certificate

MENDOCINO COLLEGE (Continued)

AUTOMOTIVE (Continued)

♦ This program will train students to take the ASE (Automotive Service Excellence) Certification test.	Automotive Technician, Certificate	
	• Average time to complete program	21 Certificate Units
	• Open entry, Open exit	N/A
	• Received upon completion	Certificate
	Automotive Chassis Specialist, Certificate	
	• Average time to complete program	18 Certificate Units
	• Open entry, Open exit	N/A
	• Received upon completion	AS Degree
	Automotive Technology, Associate of Science Degree	
	• Average time to complete program	60 Units
	• Open entry, Open exit	N/A
	• Received upon completion	AS Degree

CHILD DEVELOPMENT

Occupation Profiled: Child Care Workers

Available Services

♦ Same as Above	Child Development, Certificate	
	• Average time to complete program	26-27 Certificate Units
	• Open entry, Open exit	N/A
	• Received upon completion	Certificate
	Child Development/Family Relations, Associate of Science Degree	
	• Average time to complete program	60 Units
	• Open entry, Open exit	N/A
	• Received upon completion	AS Degree

COMPUTER PROGRAMS

Occupation Profiled: Computer Programmers, Including Aides
Computer Support Specialists

Available Services

♦ Same as above	Computer Applications - Office Environment, Certificate or Computer Applications - Graphics/Presentation, Certificate	
	• Average time to complete program	24 Certificate Units
	• Open entry, Open exit	N/A
	• Received upon completion	Certificate
	Computer and Information Sciences, Associate of Science Degree	
	• Average time to complete program	60 Units
	• Open entry, Open exit	N/A
	• Received upon completion	AS Degree
	Computer and Information Applications, Associate of Science Degree	
	• Average time to complete program	60 Units
	• Open entry, Open exit	N/A
	• Received upon completion	AS Degree

MENDOCINO COLLEGE (Continued)

ENGINEERING

Occupation Profiled: Drafters

Available Services

- ◆ Same as Above

Classes in Blueprint Reading, 51 Principles of Technology, 110 Introduction to Computer Aided Design/Drafting (CAD)

Engineering Classes

- Average time to complete program 6 Certificate Units
- Open entry, Open exit N/A
- Received upon completion N/A

FIRE SCIENCE

Occupation Profiled: Firefighters

Available Services

- ◆ Same as Above

Additional courses are offered in Fire Science

Emergency Medical Technician-Paramedic, Certificate

- Average time to complete program 32 Certificate Units
- Open entry, Open exit N/A
- Received upon completion Certificate

Health Sciences (Emergency Medical Services), Associate of Science Degree

- Average time to complete program 60 Units
- Open entry, Open exit N/A
- Received upon completion AS Degree

CULINARY ARTS MANAGEMENT

Occupation Profiled: Food Service Managers

Available Services

- ◆ Same as above

Culinary Arts Management, Certificate

- Average time to complete program 21 Certificate Units
- Open entry, Open exit N/A
- Received upon completion Certificate

ALCOHOL AND OTHER DRUGS STUDIES

Occupation Profiled: Human Service Workers
Social Workers, Medical and Psychiatric

Available Services

- ◆ Same as above

Alcohol and Other Drugs Studies, Certificate

- Average time to complete program 38 Certificate Units
- Open entry, Open exit N/A
- Received upon completion Certificate

Alcohol and Other Drugs Studies, Associate of Science Degree

- Average time to complete program 60 Units
- Open entry, Open exit N/A
- Received upon completion AS Degree

HUMAN SERVICES

Occupation Profiled: Human Service Worker

Human Services Classes

- Average time to complete program 9 Units

MENDOCINO COLLEGE (Continued)

HOME HEALTH AIDE

Occupation Profiled: Home Health Aide

Available Services:

- ◆ Same as Above
- New program Spring 2002

- | Home Health Aide | |
|---|--|
| • Average time to complete program | 48 Hours |
| • Completion of Certified Nursing Assistant training - prerequisite | |
| • Open entry, Open exit | N/A |
| • Received upon completion | Prepared for state exam
for Home Health Aide
Certification |

BUSINESS OFFICE TECHNOLOGY

Occupation Profiled: Reception and Information Clerks

Available Services

- ◆ Same as Above

- | Business Office Technology Classes | |
|------------------------------------|--------------------------------------|
| • Open entry, Open exit | Yes |
| • Received upon completion | Certificate or AS degree
possible |

PSYCHOLOGY

Occupation Profiled: Social Workers, Medical and Psychiatric

Available Services

- ◆ Same as Above

- | Psychology, Associate of Arts Degree | |
|--------------------------------------|-----------|
| • Average time to complete program | 60 Units |
| • Open entry, Open exit | N/A |
| • Received upon completion | AA degree |

COLLEGE OF THE REDWOODS - MENDOCINO COAST

1211 Del Mar Drive
Fort Bragg, CA 95437
Telephone: (707) 962-2664
Internet: <http://www.redwoods.cc.ca.us>

WORD PROCESSING

Occupation Profiled: Reception and Information Clerk

Available Services

- | Word Processing, Certificate | | |
|------------------------------|------------------------------------|-------------|
| ◆ VA Approved | | |
| ◆ Financial Aid | • Average time to complete program | Varies |
| ◆ Career Counseling | • Open entry, Open exit | Yes |
| ◆ Career Development | • Received upon completion | Certificate |

COLLEGE OF THE REDWOODS - MENDOCINO COAST **(Continued)**

EARLY CHILDHOOD EDUCATION

Occupation Profiled: Child Care Worker

Available Services

Early Childhood Education, Certificate

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> ♦ VA Approved ♦ Job Placement ♦ Career Counseling ♦ Career Assessment ♦ Financial Aid | <ul style="list-style-type: none"> • Average time to complete program • Open entry, Open exit • Received upon completion | <p>Varies</p> <p>Yes</p> <p>Certificate</p> |
|---|---|---|

GENERAL BUSINESS

Occupation Profiled: Administrative Service Manager
Food Service Manager
Industrial Production Managers

Available Services

General Business, Associate of Science Degree

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> ♦ Same as Above | <ul style="list-style-type: none"> • Average time to complete program • Open entry, Open exit • Received upon completion | <p>Varies</p> <p>Yes</p> <p>Degree</p> |
|---|---|--|

COMPUTER APPLICATIONS AND OFFICE SYSTEMS

Occupation Profiled: Computer Support Specialist

Available Services

Computer Applications and Office Systems, Associate of Science

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> ♦ Same as Above | <ul style="list-style-type: none"> • Average time to complete program • Open entry, Open exit • Received upon completion | <p>Varies</p> <p>Yes</p> <p>Degree</p> |
|---|---|--|

ADDICTION STUDIES

Occupation Profiled: Human Service Worker
Social Worker, Medical and Psychiatric

Available Services

Addiction Studies

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> ♦ Same as Above | <ul style="list-style-type: none"> • Average time to complete program • Open entry, Open exit • Received upon completion | <p>Varies</p> <p>Yes</p> <p>Certificate</p> |
|---|---|---|

LINK CAREER CENTER

545 North State Street
P.O. Box 59
Ukiah, CA 95482
Telephone: (707) 468-5465
E-Mail: link@pacific.net

ACCOUNTING CLERK

Occupation Profiled: Accountants and Auditors

Available Services		Accounting Clerk, Certificate
♦ Counseling Services	• Average time to complete program	188 Hours
♦ Career Development	• Open entry, Open exit	Yes
♦ Job Placement	• Received upon completion	Certificate

CLERK - GENERAL OFFICE

Occupation Profiled: Reception and Information Clerks

Available Services		Clerk - General Office, Certificate
♦ Same as Above	• Average time to complete program	228 Hours
	• Open entry, Open exit	Yes
	• Received upon completion	Certificate

CUSTOMER SERVICE

Occupation Profiled: Reception and Information Clerks

Available Services		Customer Service, Certificate
♦ Same as Above	• Average time to complete program	172 Hours
	• Open entry, Open exit	Yes
	• Received upon completion	Certificate

OFFICE ESSENTIALS

Occupation Profiled: Reception and Information Clerks

Available Services		Office Essentials, Certificate
♦ Same as Above	• Average time to complete program	112 Hours
	• Open entry, Open exit	Yes
	• Received upon completion	Certificate

MENDOCINO COUNTY OFFICE OF EDUCATION (MCOE) REGIONAL OCCUPATIONAL PROGRAM (ROP)

2240 Eastside Road

Ukiah, CA 95482

Telephone: (707) 467-5123

Internet: www.mcoe.k12.ca.us E-Mail: rop@mcoe.k12.ca.us

COMPUTERIZED BOOKKEEPING / ACCOUNTING

Occupation Profiled: Accountants and Auditors

Available Services

At MCOE

- | | | |
|--|--|----------------------------|
| ◆ Job Placement | • MCOE, Ft. Bragg HS, Ukiah HS, and Willits HS | Account Clerk, Certificate |
| ◆ Career Development Counseling | • Open entry, Open exit | Yes |
| ◆ Self-paced instruction/open enrollment | • Received upon completion | Certificate |

At High Schools, students receive services through their high schools

- | | | |
|----------------------------|---|-------------|
| • Open entry, Open exit | Bookkeeper/Accounting Specialist, Certificate | Yes |
| • Received upon completion | | Certificate |

AUTOMOTIVE PROGRAM - Ukiah High School Program is CATTS Certified

Occupation Profiled: Automotive Mechanics

Available Services

- | | | |
|-----------------|--|---|
| ◆ Same as Above | • Ukiah HS, Willits HS, Point Arena HS, and Ft. Bragg HS | Automotive Mechanics |
| | • Open entry, Open exit | With instructor's OK |
| | • Received upon completion | Certificate |
| | • Ukiah HS only | Prepared to take ASE Certification Exam |

COMPUTER APPLICATIONS FOR BUSINESS

Occupation Profiled: Administrative Service Managers

Computer Support Specialist

Food Service Managers

Industrial Production Managers

Available Services

- | | | |
|-----------------|--|------------------------------------|
| ◆ Same as Above | • Fort Bragg ROP, MCOE, Anderson Valley HS, Mendocino HS, River Center, Ukiah HS, and Willits HS | Computer Applications for Business |
| | • Open entry, Open exit | No at HS, Yes at MCOE |
| | • Received upon completion | Certificate is possible |

MACHINE TOOL CLASSES

Occupation Profiled: Drafters

Machine Tools

Available Services

- | | | |
|-----------------|----------------------------|-------------|
| ◆ Same as above | • Ukiah HS | |
| | • Open entry, Open exit | No at HS |
| | • Received upon completion | Certificate |

MENDOCINO COUNTY OFFICE OF EDUCATION
REGIONAL OCCUPATIONAL PROGRAM
(Continued)

INDUSTRIAL DRAFTING

Occupation Profiled: Drafters

Available Services

- ◆ Same as Above

- | | |
|--|-------------|
| | Drafting |
| • Anderson Valley HS, Ukiah HS, and Willits HS | |
| • Open entry, Open exit | No at HS |
| • Received upon completion | Certificate |

FIRE SCIENCE

Occupation Profiled: Firefighters

Available Services

- ◆ Same as Above

- | | |
|---|---------------------------|
| | Fire Science, Certificate |
| • Available countywide through local fire departments | |
| • Open entry, Open exit | Yes |
| • Received upon completion | Certificate |

HOME HEALTH AIDE

Occupation Profiled: Home Health Aides

*This class starts in the Spring of 2002. It was not available previously.

Available Services

- ◆ Same as Above

- | | |
|--|-------------------------------|
| | Home Health Aide, Certificate |
| • Located at Mendocino College in Ukiah or ROP office in Ft. Bragg | |
| • Open entry, Open exit | Yes |
| • Received upon completion | Certificate |

OFFICE OCCUPATIONS

Occupation Profiled: Reception and Information Clerks

Available Services

- ◆ Same as above

- | | |
|---|----------------------|
| | Office Occupations |
| • MCOE, Ukiah HS, Willits HS, Ft. Bragg HS, Mendocino HS, Laytonville HS, Point Arena HS, and Potter Valley HS. | |
| • Open entry, Open exit | No at HS/Yes at ROP |
| • Received upon completion | Certificate Possible |

PC GENERAL

195 Seminary Avenue, Ukiah, CA 95482

Telephone: (707) 462-5256

Fax: (707) 462-2967

Internet: www.pc-general.com

BOOKKEEPING & COMPUTER APPLICATION

Occupation Profiled: Accountants and Auditors

Bookkeeping & Computer Application	
Available Services	
♦ Veteran Approved	<ul style="list-style-type: none">Average time to complete program 168 HoursOpen entry, Open exit NoReceived upon completion Certificate of Completion

A+ CERTIFIED COMPUTER TECH

Occupation Profiled: Computer Support Specialist

A+ Certified Computer Tech	
Available Services	
♦ Same as Above	<ul style="list-style-type: none">Average time to complete program 256 HoursOpen entry, Open exit NoReceived upon completion Certificate of Completion

COMPUTER AND INFORMATION SCIENCES, GENERAL

Occupation Profiled: Receptionist and Information Clerks

Computer and Information Sciences, General	
Available Services	
♦ Same as Above	<ul style="list-style-type: none">Average time to complete program N/AOpen entry, Open exit YesReceived upon completion N/A

UKIAH HIGH SCHOOL

EETC (Equipment Engine Training Council) Certified

1000 Low Gap Road

Ukiah, CA 95482

Telephone: (707) 463-5253

OUTDOOR POWER EQUIPMENT

Occupation Profiled: Small Machine Specialists

Outdoor Power Equipment	
<ul style="list-style-type: none">Average time to complete programOpen entry, Open exitReceived upon completion	<ul style="list-style-type: none">VariesN/AOPEESA Certificate possible